

AP 3504 - Keys and Access Cards

Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus.

Employee:

1. Employees who need card or key access to college facilities complete an Access Card/Key Request form.
2. Employees identify the buildings and office/classroom spaces they need access to on the form.
3. The appropriate **director, dean, executive dean, chief operations officer, vice president/chief financial officer, vice president/chief academic officer or president/chief executive officer** authorizes the issuance of keys or access cards by an original signature on the form.
4. The Access Card/Key Request Form is forwarded to the **Public Safety office** for issuance of the appropriate card or keys.
5. Normally, there is a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.
6. All access cards and keys are property of the college and must be surrendered to the **Public Safety office** when an employee terminates employment with the college.
7. Access cards and keys may also be required to be surrendered by an employee for reasons other than termination of employment.
8. Loss of a college key or access card will result in a \$20 replacement fee to the employee per lost item. If loss of the key or access card significantly compromises the security of a Chemeketa facility or facilities, the employee may be charged for the costs of replacing locks.
9. Access cards and keys are issued to an individual and may not be loaned or traded to another person.

Facilities:

1. The Physical Plant and Operations Department is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities.
2. Keying plans are provided to Public Safety for distribution of keys to employees.

Public Safety Officer:

1. The **Public Safety office** is responsible for issuing and tracking college keys and access cards.
2. Requests for keys are usually filled the 24–48 hours after receipt of the Access Card/Key Request.
3. Keys and access cards are picked up at the **Public Safety office** and are not mailed to a recipient.
4. Access cards recognizes the cardholder, who must select a four-digit personal identification number (PIN) to gain access through a door controlled by a card reader.
5. Public Safety maintains a master list of cardholders and PIN's and a master list of keys issued to employees.
6. Periodically, Public Safety may conduct an audit to ensure keys are appropriately distributed.

March 8, 2006

Adopted College Council

Revised

February 9, 2011

*Revised by College Executive
Administration*