

# NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

## PROCEDURE NO. 38

**TITLE:** Key and Access Card Distribution and Control of Access

**EFFECTIVE DATE:** July 7, 2015

### PROCEDURE

#### 1. PURPOSE

To provide the procedure for access to New River Community and Technical College buildings and key controls at all campuses.

#### 2. SCOPE AND APPLICABILITY

This procedure applies to all employees, contracted services, and/or students.

#### 3. DEFINITIONS

- A. Key or keys – As referenced in this procedure, key or keys may refer to any means of access to an area secured by physical key, card swipe, or similar types of access to a building, room, or area.

#### 4. PROCEDURES

##### A. Campus Access

- i. Exterior doors to most buildings are open 7:00 a.m. – 10:00 p.m., Monday through Friday, and as necessary or scheduled on weekends, student break periods and during summer months on all New River CTC campuses.
- ii. Only designated individuals (such as full time regular faculty, deans, directors, administrators, maintenance/security staff, etc.) with need to access buildings will have keys or access cards to exterior doors. The buildings will be secure and no access will be generally available when the College is closed.
- iii. Individuals approved for keys or access cards to exterior doors and accessing buildings outside of normal building hours or when the College is closed are responsible for:
  - a. Securing the exterior door when entering or exiting while occupying or leaving the building;
  - b. Ensuring that no unauthorized individual enters the building with them; and,
  - c. Notifying the President's Cabinet Level Administrator or Academic Dean to which the individual reports when entering and exiting the building.
- iv. Employees will be provided only those keys or access cards necessary for

carrying out their assignments.

- v. No employee of the College shall duplicate keys or access cards. Employees shall not give a key or access card to anyone else for use.
- vi. All interior, exterior and master door keys or access cards shall be issued only upon written approval of the President or designee. In the event that an employee is not approved for keys or access cards, the employee will be notified.
- vii. Keys and access cards are to be secured and controlled by those to whom they are issued.

**B. Distribution, Return and Reproduction of Keys and Access Cards**

- i. Keys and access cards are issued by the Campus Maintenance/Security Office at each campus to employees in the following manner:
  - a. Employee requesting key(s) or access card(s) will complete the Key Request Form (available on the INTRANET page of the Safety and Security Office) and submit to the appropriate President's Cabinet Level Administrator/Dean/Director.
  - b. President's Cabinet Level Administrator submits approved request form to Vice President for Administrative Services for approval by President or designee.
  - c. The key(s) or access card(s) will be ready in 7 working days or less after approval by the President or designee. The requestor will be notified via email when the key/access card is ready for pick-up by employee.
  - d. Employee must appear in person at the Campus Maintenance/Security Office with proper ID to sign for key(s) or access card(s).
  - e. Each campus will maintain a key and access card log in the Campus Maintenance/Security Office for the assigned campus. A College-wide key and access card log for all campuses will be maintained by the Office of Administrative Services.
- ii. Duplication of College key(s) or access card(s) is prohibited and will be subject to disciplinary action up to and including dismissal and criminal procedures.
- iii. The employee, to whom the key(s) or access card(s) is issued, is responsible for returning the College key(s) and access card(s) to the Campus Maintenance/ Security Office on or before his/her last day of employment with the College. At no time should keys or access cards be exchanged between employees or kept within a department.
- iv. Lost, stolen, or damaged keys and access cards should be reported to the Director of Facilities and Campus Maintenance/Security Office within 24 hours. Employees may be held responsible for replacement of keys and access cards and may be assessed a fee to cover replacement.

**RELATED POLICIES AND/OR PROCEDURES:**

**RESPONSIBLE OFFICES:** Vice President for Administrative Services, Director of Facilities and Campus Safety, Campus Maintenance/Security Office

**Approved by:** President's Cabinet, President's Extended Cabinet