Campus Key Control Procedure	Procedure Number	5.1.2P
	Effective Date	November 4, 1993

1.0 POLICY & PURPOSE

The purpose of this procedure is to explain the process to check out keys, as well as to outline the specific responsibilities of each supervisor and Division/Department with regards to the key retrieval process.

2.0 REVISION HISTORY

Adopted on: 11/4/93
Revised on: 12/5/95, 11/2/10, 5/27/14, 9/25/15, 3/25/16

3.0 PERSONS AFFECTED

A. All full-time, part-time, adjunct employees, and various contract service providers are affected by this procedure.

4.0 DEFINITIONS

A. *Grand Master Keys* – Grand master keys represent two different keyway systems (EF and 1345) on campus. These keys open every door on campus (including Albany County Campus), but does not include the Residence Hall spaces.

B. *Building Master Keys* – Each building has its own Building Master key that opens most classrooms, offices, closets, and exteriors.

C. *Miscellaneous Keys* – These keys generally consist of file, cabinet, and desk keys, and are given out through the Physical Plant, if the Physical Plant has any of the requested keys on file. A key request is not required for these keys. When all keys, including the original key, have been given out, the keys will not be replaced by the Physical Plant. Each division/department will then be responsible for procuring the services of a locksmith, at that division/department's expense, by following the normal purchasing procedures. All maintenance for file, cabinet and desk locks is also the responsibility and at the expense of each division/department.

D. *Electronic Key (College Employee Identification Badge)* – Programming of an employee identification badge to be used with an electronic lock will be treated the same as a physical key. The same signature authorization is required as a physical key, before programing of the identification card is accomplished.

E. *College Employees* – Personnel employed by the College in a full time, part time, or adjunct capacity, either with or without benefits.

5.0 PROCEDURE

The Physical Plant Director is responsible for maintaining the key control database and for supplying all Divisions and/or Departments with an accurate record of approved key request transactions through employee/key reports for the Cheyenne campus. The Associate Vice President of the Albany County Campus (ACC) is responsible for the same function at ACC. Residence Hall keys have a separate in-house procedure. Building and room keys can be requested only if they are necessary to perform the employee's job duties (more than one key of any area issued per person is highly discouraged, if multiple keys are issued and are used to "loan out," the employee that signed the keys out from the Physical Plant, will ultimately be held financially liable if the keys end up lost, stolen or missing.)

Supervisors may acquire keys under this policy for the purposes of re-issuing to their student employees. In this case(s), the Supervisor remains solely responsible for the keys under the terms and conditions outlined in this key issuance policy.

The classroom buildings are open Monday through Friday, usually from 7:30 a.m. to 10 p.m. Equipment-free classrooms are left unlocked Monday through Friday, from 7:30 a.m. to 10 p.m. Campus Safety and Security can open doors at any time (24/7), with proper identification. Personnel who work after hours, or only occasionally, and do not have keys, should call Security's after-hours cell number (630-0645, primary, or 630-0866, secondary) and request a security officer meet them to allow access to the building, classroom, or office in which they will be working.

A limited number of Grand Master or Building Master keys are available for check-out, on an occasional, temporary basis, in the Physical Plant/ACC office, with the proper authorization by the appropriate VP, Dean, or Director.

A. KEY CHECK-OUT
    1) Key Check-out: College Employees
        a. To request college building keys, college employees must complete a Key Check-Out Authorization form. The forms are located in each Division/Department Administrative Assistant's office, or the form may be obtained from the Physical Plant/ACC office. Complete all appropriate spaces on the request.
            i.   In addition to the employee information, the form must be signed by their Supervisor.
            ii. The signing supervisor is responsible for the employee's use of the key.
            iii. Each employee's supervisor is responsible for ensuring the employee is informed that the keys are to be returned to the Physical Plant/ACC office, before the employee leaves LCCC's employment. Please see the Key Check-in process under 5.B below.
        b. Employees requesting keys and electronic keys (programing identification card) are agreeing to their wages being off-set by a "lost key" fee of $80 per key, if they fail to return the issued keys or identification card. (LCCC may unilaterally change lost key fees without prior notice.) LCCC may exercise all available means to recover charges owed for lost or unreturned keys.
        c. The required signatures for the key check-out procedure are as follows:
            i.   Grand Masters – President

      a) For employees who, in the execution of their job duties, will need access to all locked doors, in all buildings, at least weekly (i.e. maintenance technicians).

    ii. Building Masters – Vice Presidents, Deans, or Directors

      a) For employees, who, in the execution of their job duties, need access to all locked doors and spaces in a specific building (i.e. custodians).

    iii. Classroom Keys and Office Keys – Immediate Supervisor

d. Before sending in a key request, please review the key(s) requested, thoroughly. Building and classroom keys can be checked out to temporary or part-time employees, if they have a continuing need to be on campus after hours.

B. KEY CHECK-IN

  1) Key Check-In: College Employees

    a. All personnel who have been issued keys and are leaving LCCC employment must return their keys to the Physical Plant/ACC office at the end of the semester or before they leave LCCC. It is the responsibility of the immediate supervisor of an employee leaving college employment to ensure the employee is informed to turn in their keys. When an employee returns their keys, the date will be noted on the key control card in the Physical Plant/ACC office.

    b. To assist with the return of keys issued to those employed on a semester to semester basis (adjuncts, etc.), the Physical Plant/ACC Administrative Assistant, at the end of each semester, will provide each Division/Department designee, two (2) reports. One report will list all part-time and adjunct employees, in their area, who have keys checked out. The second list will provide all full-time employees and the keys they have checked out for their area. The designee will then return the reports to the Physical Plant/ACC office, with the names of those who must turn in their keys. It is the responsibility of the immediate supervisor or Division/Department designee to request the return of the required keys to the Physical Plant/ACC Administrative Assistant.

    c. Adjunct or part-time employees who are returning the following semester and who will be working in the same location are not required to check-in their keys between semesters, unless it is required by the specific Division/Department. Their immediate supervisor should notify the Division/Department designee in their area or part-time employee will be coming back the next semester, and will not be changing their present work location. The designee for that Division/Department will then exclude employee, by indicating "No" next to the employee's name on the key reports mentioned above.

    d. When continuing employees (full-time, part-time, adjuncts or students) *relocate* to different classrooms or offices, they will be required to request new keys, as outlined under 5.A, above. The keys originally checked out to them must be returned to the Physical Plant or ACC Administrative Assistant, as required under 5.B above.

    e. **If the supervisor accepts an employee's keys, they are responsible for turning them into the Physical Plant/ACC office, rather than pass the keys on to that employee's replacement. If the supervisor should misplace/lose these key(s), before they are returned to the Physical Plant, the supervisor's division/department, will be charged the $80/key "lost key" fee. If the employee fails to turn in their keys and/or leaves LCCC employment before the lost key fee can be charged to the employee, the division/department will be charged the lost key fee. As mentioned above, a record must be kept of each employee signing for the keys issued to them.** LCCC may exercise all available means to recover charges owed for lost or unreturned keys.

2) Key Check-in: Failure to Check in Keys
   a. If an employee leaves employment without returning their key(s), and it is not possible to off-set their wages, the appropriate division/department will be charged the $80/key "lost key" fee.

C. LOST/STOLEN KEYS
   1) The following are the steps for collecting the "Lost Key Fee" of $80, per key, when keys are not returned: *Note: Decisions involving a missing Grand Master or Building Master keys will be handled through the President's Cabinet.*
      a. The employee/department must contact Security, and a "lost key report" must be generated from their office.
      b. Once the Security report has been generated, Security will forward it on to the Physical Plant
      c. The employee who lost the key must then fill out a new key request with "REPLACEMENT OF LOST KEY(S)" noted at the top of the form, IF they want to replace the lost key(s).
      d. The employee must then go to Accounting to pay the "lost key fee" of $80, per key lost, regardless of whether or not they want to replace the key. The employee must then be sure to obtain a receipt of said payment.
      e. This receipt can then be brought to the Physical Plant, along with the replacement key request.
      f. Within 24-hours of receiving the payment receipt, as well as the "lost key repot" from Security, the Physical Plant will be authorized to fill the "Replacement of the Lost Key(s)" request.

REQUIRED APPROVALS	NAME/SIGNATURE	Date
Originator(s) Name(s)	Bill Zink, Physical Plant Assistant Director	6/16/15
Approval by President's Cabinet		9/22/15
Ratified by College Council	Chad Marley, College Council Co-chair	9/25/15
Approval by President (Signature)		9/25/15