

Title: KEY CONTROL – ACCESS TO FACILITIES

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 - Board Resolution: 03-044
 - Last Revised: 7-21-2021
 - Policy:
 - Procedure:
 - Last Reviewed: 1/26/2023
 - Effective: 3-26-2010
 - Next Review: 1/26/2026
 - Responsibility: Administrative Services/Public Safety
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POLICY:

The Cecil College Public Safety Department shall be responsible for approving the issuance of Keys and Fobs to end users, for the recovery of keys and fobs, and for maintaining records of all access devices issued.

ISSUING PROCEDURES:

All members of the Cecil College community who require access to any building, room or storage area under control of the College shall be required to follow the steps listed below in order to **be issued** those keys necessary to gain access to the respective areas. Once a key or fob has been issued, the holder is responsible for their care and custody. Keys and fobs are not to be duplicated, re-issued, loaned out or exchanged.

1. Employees will make their request for a key or fob through their supervisor using the “Building Access: Key/Fob Request”.
2. The completed form, signed by a supervisor is to be forwarded to the Director of Public Safety or designee for approval.
3. Upon approval, the Director of Public Safety will;
 - a. Create and issue a Fob or create work order and deliver the required key to the designated end user or the appropriate supervisor.

RETURN PROCEDURES

When an employee leaves the employ of the college, the Human Resources Department and the Public Safety Department will make every effort to collect any keys or fobs in the possession of the departing employee or contractor. The keys and fobs will be turned over to Public Safety for recycling or disposal.

CHANGING LOCKS, REPLACING KEYS

1. Lost Key Replacement
 - a. In the event of a lost key Public Safety will be notified immediately.
 - b. Public Safety will then determine whether the key should be reissued, or the lock core should be changed.
 - c. The Facilities Department will then be notified by work order to proceed with the required work.
 - d. All new keys will be copied to Public Safety.

2. Door re-coring - Procedures for facilitating this procedure are:
 - a. Once approved by Public Safety, the Facilities Department shall be notified by work order.
 - b. Facilities shall then make contact with the reporting party and ensure the problem is corrected in a timely manner.
 - c. Facilities will supply Public Safety with a copy of the new key.

3. Building Re-Coring
 - a. Building re-coring requires written authorization from the Vice President of Community Relations and College Advancement (VP CR&CA) .
 - b. Once a request is received and approved by the VP CR&CA, Public Safety will notify Facilities by work order.
 - c. Facilities will supply Public Safety with a copy of the new key.
 - d. In an emergency, this work can be handled immediately by Facilities. **Public Safety will be notified afterwards and document the employees key control access record.**

ELECTRONIC LOCKING SYSTEMS

Cecil College utilizes electronic locks at the main doors of most buildings. The scheduled locking and unlocking of these doors are the responsibility of Public Safety. The Facilities Department will maintain the locking system(s) in good working order. Requests for needed repair or replacement of door hardware shall be submitted via work order to Facilities.