

Campus Key Control	Policy/Procedure Number	8302
	Effective Date	November 2, 2010

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

3.0 PERSONS AFFECTED

All Full-time, Part-time, Adjunct, and Student Employees
 Various Contract Service Providers

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. College Employees

Personnel employed by the College in a full time, part time, adjunct, or student capacity, either with or without benefits.

5.0 PROCEDURES

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 Dean 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.

The classroom buildings are open Monday through Friday, 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 anytime (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/student information, the form must be signed by their supervisor
 - ii. The signing supervisor is responsible for the employee/student employee's use of the key.
 - iii. Each employee's/student'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/student leaves LCCC's employment. Please see the Key Check-in process under 5.B below
- b. Employees/students requesting keys 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. (LCCC may unilaterally change lost key fees without prior notice.)
- c. The required signatures for the key check-out procedure are as follows:
 - i. Grand Masters—President
 - 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
 - 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.

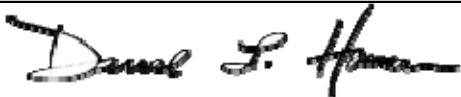
- e. If the completed request form is hand-delivered to the Physical Plant/ACC Administrative Assistant, please allow a 24-hour waiting period, before picking up the requested key(s). If the completed request form is sent through campus mail, please allow a 48-hour period, before picking up the key(s). (Please call ahead to see if the key(s) are available, before coming to pick them up). **Verbal requests will not be accepted.**
 - f. Employees will be asked to sign for the key(s) on a key control card kept in the Physical Plant/ACC office. A record must be kept of each employee signing for the keys issued to them. Employees are responsible for the key(s) they signed for and are not to share or pass them on to anyone else—including their supervisor, Dean, etc. If they don't need the key(s) any longer, they are to turn them back into the Physical Plant/ACC office.
- 2) Key Check-out: Contractors Working on Campus, on a Temporary Basis
- a. It is occasionally necessary to check out keys to contractors who are working in multiple areas after regular college hours. A limited number of Grand Master/Building Master keys are available for check-out in the Physical Plant/ACC office for said contractors. These sets are checked out for a specific amount of time, usually one day at a time. One person from the contract company is required to sign for the checked-out keys, and that person will be held responsible for the Grand/Building Master key set. All companies issued Grand/Building Master keys will be insured and bonded. Security will be notified by the Administrative Assistants when contractors are working in buildings after normal college hours. Integrated Technology Support (ITS) will do the same for the contractors working under their jurisdiction.

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, students, 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, student, 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 when that adjunct 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 the 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.**
- 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) Lost/Stolen Key Replacement. If keys checked out for campus buildings or facilities are lost or stolen:
- a. Contact security and your supervisor to report the missing keys. Decisions involving a missing Grand Master or Building Master keys will be handled through the President's Cabinet.
 - b. **To replace lost keys**, please follow the procedure in 5.A above. Please note somewhere on the Key Check-Out Authorization form that the request is for the **"replacement of lost keys.**
- 2) LCCC may unilaterally change lost key fee without notice.

REQUIRED	NAME/SIGNATURE	DATE
Initiator (Name)	Carol Hogleund, Vice President Administration and Finance	9/22/09
Approval by President Cabinet		11/2/10
Approval by President (Signature)		11/2/10

KEY CHECK-OUT AUTHORIZATION FORM

Date _____

Employee Name: Last _____ First _____

Employee Status: _____
(Full-time instructor; adjunct instructor; full-time or part-time employee; student employee; or other--DO NOT LEAVE BLANK)

Division: _____ Department: _____

Work No.: _____ Home No.: _____

Authorized By: _____
Supervisor responsible for retrieving keys, when employee leaves LCCC

Vice President, Dean, or Director

President – Signs for Grand Masters only

Key(s) Requested: Building _____
(Write "Exterior" if exterior is needed)
Room _____
Room _____
Room _____
Other _____

I have read and fully understand the LCCC Internal Policy Number 8302; and, in recognition that these keys are the property of Laramie County Community College to be used in performing my job, I agree that, in the event I do not return my keys on my final day of employment at Laramie County Community College, my final wages will be offset by a "lost key" fee of \$80/key.

Employee's Signature

NOTE: This request will be processed in the Physical Plant/ACC Administrative office. If hand delivering the request, please allow a 24-hour waiting period. If sending the request through campus mail, allow a 48-hour waiting period. If you have any questions, please call the Physical Plant Administrative Assistant at extension 1233, or the Administrative Assistant to the Dean of ACC at extension 4251.