



## Policy

KEY CONTROL – FACULTY AND STAFF

FS.902.1

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### Policy

Dakota College at Bottineau (DCB) will maintain a system for the management of keys for the protection of students, staff, faculty, facilities, and property. It is the intent of campus administrators to responsibly balance security and protection with building access and personal convenience. This policy establishes a framework by which keys will be issued, monitored, and maintained.

### Definitions

**Key:** Any device (e.g., card, keypad, metal key, fob, etc.) which is used to gain access to a room, building or restricted area.

**Key Holder:** Faculty, staff, and students who are issued keys to college buildings and facilities.

**Master Key:** A key which allows access to all buildings and all rooms located within each building.

### General Provisions

- a. All keys are issued by and remain the property of DCB.
- b. The key holder is responsible for using reasonable safeguards to prevent theft, loss, or unauthorized use of keys, and for physically securing access points upon entering or leaving a room or facility after operational hours. Unauthorized use includes allowing others to use the keys to gain access to campus facilities. Failure to exercise reasonable safeguards may result in the loss of key privileges.
- c. Keys will only be issued to employees of DCB and only for those areas that are necessary for performance of assigned duties. Students and non-employees will not be issued keys to buildings or rooms. If it is necessary that a student or non-employee have keys, an employee will act as the key holder (with all the responsibilities thereof).
- d. Physical Plant Director is responsible for safeguarding and controlling access to key blanks, core keys, key boxes, and master keys.
- e. The Physical Plant Director or designee is the only one authorized to duplicate keys. Any attempt to duplicate keys by any other person is a violation of this policy.
- f. The Campus Dean and department supervisors have the authority to confiscate keys in possession of a person not authorized to have them.

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- g.** The Physical Plant Director is the only one authorized to change, add, or alter any locking device. This includes the installation of hasps or padlocks. All locks will be supplied and installed by the Physical Plant Director.
- h.** The Physical Plant office is responsible for maintaining the key management system which includes the key numbering system, key management database and assignment of rooms for sub-master designation.
- i.** An annual inventory of keys maintained by each key holder can be conducted by the Physical Plant Director to review the accuracy of system records and to determine if changes in procedures are required.

### Requesting Keys

- a.** A key request is initiated by completing a Key Request Form available online at <http://www.dakotacollege.edu/faculty-and-staff/forms/>.
- b.** The Key Request Form will be approved by the appropriate department supervisor, Campus Dean and the Business Manager before keys are issued. Upon receipt of an approved key request, the Physical Plant Director or designee will prepare the key(s).
- c.** The key holder must personally pick-up from the Physical Plant office and sign a receipt for the key(s).
- d.** The Physical Plant office will maintain a file of all completed Key Request forms.
- e.** Issuance of a master key requires the approval of the Campus Dean and the Business Manager.
- f.** Records of all keys issued will be maintained by the Physical Plant office.

### Returning Keys

- a.** Upon reassignment, promotion, change in location, etc. the key holder shall surrender their key(s) to their supervisor. It is then the responsibility of the supervisor to return the keys to the Physical Plant office. Under no circumstances are keys to be transferred to any other individual or kept by the division.
- b.** Upon separation/termination of employment the key holder must surrender their key(s) to their supervisor. The supervisor will request an inventory report, from the Physical Plant Director, of the keys held by the key holder (see Separation Checklist).

The supervisor will cross check the keys received from the key holder to the checklist. Discrepancies are reported to the Physical Plant Director for evaluation and resolution.

**Lost/Stolen/Non-Returned Keys**

- a. The key holder can be assessed \$10.00 per key which are lost, stolen, or not returned.
- b. If a key is lost or stolen, it is the responsibility of the key holder to immediately notify the Physical Plant Director. Failure to do so may result in the loss of key privileges. If it is discovered a master key is missing the Campus Dean should immediately be notified.
- c. If an individual has two or more separate incidents of key violations, the Campus Dean may revoke key privileges.
- d. If the Campus Dean determines that a security breach exists due to negligence by the key holder, the key holder can be assessed the actual costs incurred to re-key the building or the affected portion.