Security for District Property

AP 6521

Reference: Accreditation Standard III.B.1

KEY DISTRIBUTION PROCEDURES

I. Introduction

In an education institution there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. The Campus Safety office and Physical Plant work in cooperation to provide access through mechanical and electronic means to facilitate optimum use of the facilities. This policy seeks to address access concerns while maintaining the most appropriate level of security.

II. Proprietary Statement

All locks, keys, electronic access cards and access codes are the sole property of Shasta College. Shasta College reserves the right to change locks, keys and access codes as needed. No one may place a personal lock or padlock on a Shasta College facility or piece of equipment, either interior or exterior, including cabinets and desk drawers, etc. Locks or padlocks will be installed by Physical Plant only, and approved by Campus Safety.

III. Key Distribution

Faculty and staff members are issued keys to Shasta College facilities based upon job function and need of access. Faculty and staff members must have authorization from the Dean/Director of their department and/or the Director of Campus Safety.

Keys will only be issued to an individual and will not be issued in the name of a department or office. A key requisition form must be complete with the individuals name, the period of time needed, and the room(s) or building(s) to be accessed. If the room or building is under the primary supervision of another Dean/Director, then an approval must also be obtained from that Dean/Director.

Master level keys shall only be issued with authorization from the appropriate Vice President, Director of Campus Safety, and the Dean/Director. In the absence of the Director of Campus Safety, the Vice President of Administrative Services will act as authorizing agent.

Employees who are issued master level keys as part of their job requirement should store those keys in a secure area in a lock box. Master level keys to College facilities shall not be removed from the campus on a regular basis and should be returned to the secure lock box at the end of the work day. Exemptions to this rule may be made on an individual basis upon compelling need and will be evaluated upon appeal to the Director of Campus Safety.

Keys issued to students for reasons of Student Senate activities may be authorized by the Vice President of Student Services and the Director of Campus Safety. Master level keys will not be issued to students for any reason.

Non-College personnel, vendors and contractors shall be issued keys on a temporary and case-by-case basis only. Approval of these keys will be determined by the Director of
Campus Safety or Director of Physical Plant. In some instances, a temporary contractor specific lock may be installed. These individuals shall not loan, transfer, misuse, alter or duplicate any Shasta College key. Any violations will render the responsible party for the expense of re-keying or lock changes.

**Any unauthorized duplication of any Shasta College key is a violation of the State of California Penal Code section 469:**

"Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor."

Retirees who work on a part-time basis for the District will be re-issued key(s) appropriate for their part-time employment.

The Director of Campus Safety may require a lock change for security reasons. Annual audits may be conducted by the Campus Safety Department when policy violations occur.

**IV. Lost or Stolen Keys**

All lost or stolen keys must be reported to Campus Safety immediately. Campus Safety will file a report of the lost or stolen keys with the Redding Police Department.

Requests to replace lost or stolen keys must be made to the appropriate Dean/Director and to the Director of Campus Safety. Request shall be in writing and describe the facts surrounding the loss; in particular, the location of the loss, whether or not there were Shasta College identifiers attached to the key, and the area(s) that the key accessed. Based on the factors involved, the Director of Campus Safety will make the decision to replace the key or require the lock changed. All costs incurred such as labor and parts for the re-keying shall be assumed by the department of an employee who has lost the keys. Contractors who lose assigned keys will be financially accountable for the costs of lock changes that are required.

*Lost Key Fees:*
- Standard Key-$25.00
- Multi-Room Key-$40.00
- Master Key-$100.00
- Electronic Key Card-$10.00

**V. Key Returns**

Upon separation of employment with Shasta College, employees must return their keys to their Dean/Director or to the Campus Safety office accompanied by a key return form prior to the last day of employment. Keys should never be handed from one employee to another by
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either employee or department administrators. Employees will be assessed the appropriate Lost Key Fee for any unreturned keys.

If an employee changes his/her employment status a key audit may be performed to re-evaluate access needs. Employees may request at any time to return unneeded keys in order to avoid being assessed a Lost Key Fee.

VI. Electronic Access

Faculty and staff may be issued an electronic access card to Shasta College facilities based on need of access. Control of the electronic access system shall be the responsibility of the Campus Safety office. All electronic access cards, including those for extended education sites, need approval from that division Dean or Director.

Decisions of access, both keyed and electronic, to on-campus residences shall be decided in cooperation by the Campus Safety office, the Dean of Student’s office and the Student Housing Coordinator.

Shasta College retains the right to change access levels or deny access to facilities based on security issues. Shasta College policy shall determine access privileges. The access card itself remains the property of Shasta College and must be surrendered upon separation of employment with the College.

VII. Loaning Keys, Access Codes or Access Cards

Faculty and staff shall NEVER loan or transfer assigned keys, codes or key cards. Anyone found in the possession of another’s keys, cards or codes will have their keys or cards confiscated by the Campus Safety office and may be subject to disciplinary action. Loaned access codes shall be removed from the Electronic Access system.

Anyone with knowledge of improper access to or use of District keys should report the information immediately to their supervisor, Dean/Director and Campus Safety.

VIII. Lock Changes and Upgrades

Locks may be changed or upgraded as the needs of the College dictate. As part of a preventative maintenance program, Physical Plant routinely replaces worn or obsolete hardware. The Director of Campus Safety and the Director of Physical Plant may decide to upgrade or change hardware as security reasons occur to protect the integrity of the access control systems. The Director of Campus Safety or the Director of Physical Plant will notify the department or division Dean/Director of any changes to locks, hardware or electronic accessibility.

Any re-keying or lock changes initiated by a department head for any other reason will be the financial responsibility of that department.

Board Reviewed 12/11/13