

## **121-03 SECURITY AND ACCESS TO COLLEGE FACILITIES—PROCEDURE**

### **1. PURPOSE**

This procedure governs the process of requesting and issuing keys, in the interest of controlling access to college facilities and protection of college-owned and/or -controlled property.

### **2. PROCEDURE**

1. Coconino Community College will establish Procedural Guidelines by which building keys and access may be requested.
2. The CCC Security Department is responsible for this procedure and has the authority to issue, collect, and store keys as is outlined in the Procedural Guidelines. This includes issuing requested keys to employees of the college, contracted employees, select service contractors and vendors.
3. All persons requesting and receiving keys to college owned and/ or controlled property are responsible to become aware of and comply with the Procedural Guidelines.
4. Any changes to this procedure or the Procedural Guidelines will be published to the College community in a timely fashion.

### **3. BACKGROUND**

1. References: Procedural Guidelines
2. Revision history: 10/07/2003, 06/01/2004, 04/08/2009 (reformatted), 03/11/2010 (reformatted)
3. Legal review: none
4. Sponsor: Facilities

**COCONINO COMMUNITY COLLEGE**