

## **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**

#### **GENERAL INFORMATION**

1. All college facilities will be closed and locked when no business or events are scheduled.
2. The college maintains a standardized schedule of open/closed hours on the Intranet.
3. All employees are responsible and accountable for the security of buildings, classrooms, contents, and equipment within his/her areas of responsibility.
4. Keys to cabinets, desks, lockers, etc, within college buildings are not covered under this procedure and are the responsibility of the respective department.
5. 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.

#### **AUTHORIZATION**

1. Authorization for access will depend on the type of key and level of access requested. Any person requesting access to an area within a college facility must demonstrate a job-related need.
2. Issuance of an Exterior Access Door Key or Proximity Card requires the approval of the President or Vice Presidents (Executive Vice President, Chief Innovation Officer/Vice President, or Provost).
3. All other keys or Proximity Cards requires the approval of the Department Head, Dean, Director or Vice President of the respective department or division with the endorsement of the Security Supervisor or designee.
4. Persons requesting a “Master Key” will need to justify and explain the job-related need.
5. When a person requests access to an area that is controlled and maintained by a department other than the one he/she works within, authorization must be granted by the person responsible for that area.
6. Issuance of any form of key is restricted to “regular” or “contracted” employees. The Executive Director for Facilities or designee must approve any exceptions.

#### **KEY ISSUANCE**

1. Keys will only be issued when a completed Key Request Form has been submitted to Security.
2. The request should be submitted a minimum of five (5) business days prior to the date needed.
3. Signature(s) acknowledging receipt are required before the keys will be handed out. College issued identification may be requested to confirm identity.

4. "Service Sets" are keys that may be made available to individual departments, either permanently or temporarily, at the discretion of the Security Supervisor. These sets may be signed out and used by any individual based on a temporary access need and are the responsibility of the Dean, Director or Vice President of the area the set is issued to. Service Sets are to be returned to the respective department when the need for them ends. Any non-college employee who is issued a Service Set will be held financially responsible for necessary replacement and/or rekeying as outlined under Procedure 121-03.

#### RESPONSIBILITIES AND ACCOUNTABILITIES OF COLLEGE EMPLOYEES

1. Any person who has been granted outside access to a college facility is required to receive training on proper alarm operation.
2. Authorized persons may enter buildings during closed hours but may not bring guests, unless the guests are related to a college function. The authorized person must also ensure no unauthorized persons enter the building as well.
3. If an authorized person enters a college owned or controlled property for college related functions and students/ participants accompany him/ her, the authorized person is accountable for their whereabouts and safety during that time.
4. Employees may not unlock doors to restricted areas for others without prior approval of persons responsible for that area.
5. Any authorized person entering a college facility at a time the facility is closed and locked is responsible for proper alarm operation in an effort to eliminate false or unfounded alarm triggers.
6. Flagstaff Lone Tree campus: All authorized employees entering the building after established hours, will use the exterior door between maintenance and shipping and receiving. Employees will not use the front door. This applies only for entry into the building after established college-hours.
  - a. Employees must park accordingly so others may park and access the building as well.
  - b. There is a log book posted next to the alarm panel at the exterior door between maintenance and shipping and receiving. Employees will complete all entries in the log book when they enter the building and again when they exit the building.
  - c. Non-compliance with these procedures could result in the loss of outside access.
7. Flagstaff Fourth Street Innovation Center: All authorized employees entering the building after established hours, will use the front door at student registration. This applies only for entry into the building after established college-hours.
  - a. There is a log book posted in the commons area, next to the alarm panel. Employees will complete all entries in the log book when they enter the building and again when they exit the building.
  - b. Non-compliance with these procedures could result in the loss of outside access.
8. The department of persons who cause a false alarm due to operator error will be held financially accountable for personnel called to reset the alarm.
9. Operator error includes:

- a. Triggering the alarm upon entry to the building with no just explanation.
  - b. Triggering the alarm upon exit from the building.
  - c. Failing to ensure the building is vacant, setting the alarm and the alarm is triggered by someone else in the building
  - d. Failing to properly ensure all outside doors are closed and locked and someone enters the building and triggers the alarm.
10. The responsible department will be billed as follows:
- a. First alarm                      No Fee
  - b. Additional alarms              \$50 each
11. Any missing key must be immediately reported to the person's supervisor and the Security Supervisor.
12. Keys are issued to the person to whom they are assigned. Under no circumstances are they to be loaned or given to another person. If a key is transferred to another, the process must go through Security.
13. It is a violation of Arizona Revised Statute (13-3715A, a Class 3 misdemeanor) for a person to unlawfully be in possession of a key to an educational facility. Violations will be handled as a criminal matter and will be referred to the appropriate law enforcement agency.
14. Duplication and cutting of keys will be done by personnel in facilities only.
15. Master keys will be kept in the possession of the person to whom they are issued, or within the department the person works for, at all times. Under no circumstances will Master keys be left in desks, cabinets or other unsecured locations. Violations may result in forfeiture of access privileges for a period of time determined by the Security Supervisor.
16. Unless authorized by the Executive Director for Facilities or designee and the appropriate supervisor, all master keys must be secured within a college facility at the close of business hours or the completion of assigned duties, unless otherwise approved.
17. Persons holding any key(s) to CCC property are prohibited from placing any identifying mark on the key, or in close proximity to the key which would allow someone to identify where the key may be used.

#### RETURN OF KEYS

1. Any person issued keys must return them to security when:
  - a. The person transfers to another department or location
  - b. The person is dismissed, retires or resigns
  - c. Requested by Security or an appropriate supervisor
  - d. The person is granted a leave of absence without pay for a period of 30 days or more
  - e. Any contract-based employment ends for any period of time, regardless of intention to return under a new contract
2. The supervisor of a person issued keys is responsible to ensure compliance with this policy and keys are returned.
3. Failure to return keys may affect eligibility for rehire and may result in criminal prosecution.

### REPLACEMENT OF KEYS

1. Any person who finds it necessary to request replacement of an issued key must report the reason to their supervisor and Security. Failure to do so may result in disciplinary action.
2. The appropriate department will be billed for all expenses related to replacement of lost, stolen or missing keys. This includes cutting replacement keys and re-pinning of all cores affected by the loss.
3. The billing and reimbursement process will be initiated if keys, electronic and/or mechanical, are not returned upon completion of employment contract, termination or resignation.
4. The Security Supervisor or designee will send one (1) email notification to the key or card holder and copy it to the supervisor of record. The email will request the return of the keys and if not received within fourteen (14) calendar days, the appropriate account will be billed for all applicable costs related to replacement.
5. Authorization from the account manager will not be necessary for this particular reimbursement.
6. To replace a broken or damaged key, the entire key must be returned to Security to avoid being considered lost or stolen. If a portion of the key remains inside a lock, notify Facilities, Security or Maintenance.

### KEY AUDIT

1. Periodically, keys will be inventoried (audited) to enable the Security Supervisor to review and evaluate building access. This also will help verify the accuracy of records and accounts for all keys.
2. Key audits may also be ordered by the appropriate college officials at other times, should the security of an area or operating unit become compromised.

### **3. BACKGROUND**

1. References: ARS § 13-3715
2. Revision history: 10/07/2003, 06/01/2004, 04/08/2009 (reformatted), 03/11/2010 (reformatted), 12/06/2017
3. Legal review: none
4. Sponsor: Facilities

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**COCONINO COMMUNITY COLLEGE**