


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 210.2		
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	Last Revision Date:	09-23-97	
Effective Date:			
Section:	Administration	Subject:	Issuance and Control of Keys


PURPOSE

Campus and building security and adequate protection of all campus facilities, including the issuance and control of keys to personnel, must be maintained.

PROCEDURE

1. On-Campus Facilities
 - 1.1 The responsibility for the implementation of the key procedures rests with the Vice President for Business and Administrative Services. Campus police officers will open and secure general classrooms at scheduled times. Special classrooms, such as laboratories, will be controlled by the division chair.
 - 1.2 The individual to whom any space is assigned has the basic responsibility for room security, including contents. Staff should allow students access to facilities in their area of responsibility only with proper supervision.
 - 1.3 Key Assignment Procedures
 - 1.3.1 If a key is needed, then, a key request form (available from Campus Police) is completed by the individual requesting access to the campus facility on a regular basis. The form is then submitted to the appropriate division chair, director, dean or Vice President for approval, and then forwarded to the Vice President for Business and Administrative Services.
 - 1.3.2 The Vice President for Business and Administrative Services will confer with the appropriate Vice President if the Vice President for Business and Administrative Services believes the key request should be denied. After conferring, a final decision will be made on the issuance of the key.
 - 1.3.3 Once approved, the Vice President for Business and Administrative Services will forward the key request form to the Chief of Campus Police for the issuance of the key.
 - 1.3.4 The Campus Police Department will notify the employee's supervisor when the key is ready and the individual to whom the key is issued will pick up the key in the Campus Police Department and sign for it.
 - 1.3.5 The Chief of Campus Police will retain a copy of the key request form and issue the requested key. One copy of the approved key request form will be returned to the supervisor and one to the originator upon issuance of the key.
 - 1.3.6 Students will normally not be issued keys to College buildings or rooms. Exceptions must be well documented and the documentation attached to the key request form. Keys shall not be given to persons who are not staff members of the College.

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- 1.3.7 Full-time employees may retain the keys to their offices and work areas from year to year.
- 1.3.8 Full-time and part-time faculty who are issued keys to a specific classroom for only one semester must return the keys at the end of that semester.
- 1.3.9 When an employee is terminated for any reason, the Chief of Campus Police will be notified of the termination, and prior to the issuance of a final check to the employee all keys must be returned to the Chief of Campus Police.
- 1.3.10 Keys are not to be duplicated at any time. If keys are lost or not returned the employee will be personally responsible for the replacement charge as follows:

Building/Room Key	\$15
Building Master	100
Grand Master	250
Great Grand Master	500

1.4 Locks

All College locks are to be keyed to the standard Corbin system. Padlocks will be standard Corbin locks.

1.5 After Hours Access

Full-time employees wishing access to a building after closing time or on a weekend may request Campus Police to provide access or obtain a key from the Chief of Campus Police.

1.6 Admission to Nonassigned Space

When an individual requires access to a nonassigned space, a campus police officer will provide such access, log the particulars of the event, and advise the assigned person of the entry.

1.7 After Hours Use of Facilities

Campus police officers are to log the names of any person(s) using the facilities after normal closing hours, and the circumstances surrounding such use, and advise the Vice President for Business and Administrative Services. Information concerning problem areas will be forwarded by the Vice President for Business and Administrative Services to the appropriate administrator.


2. Off-Campus Facilities

2.1 The individual to whom any space is assigned has the basic responsibility for room security, including contents. Staff should allow students access to facilities in their area of responsibility only with proper supervision.

2.2 Key Assignment Procedures

2.2.1 A key request form (available in Administrator's office) is completed by the individual requesting access to the campus facility on a regular basis. The form is then submitted to the appropriate center director, dean, and Vice President for

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approval and forwarded to the Vice President for Business and Administrative Services.

2.2.2 The key request form will be forwarded to the Chief of Campus Police who will issue the key and keep a record of the issuance of keys. Keys shall not be given to persons who are not staff members of the College.

2.2.3 When an employee is terminated for any reason, the administrator in charge will pick up and return the key(s) to Campus Police.

2.2.4 Keys are not to be duplicated at any time. If keys are lost or not returned there will be a replacement charge as identified in 1.3.10.

2.3 Locks

All College locks are to be keyed to the standard Corbin system. Padlocks will be standard Corbin locks.

3. Assigned Levels for Keys

3.1 Great Grand Masters:

3.1.1 President

3.1.2 Vice Presidents

3.1.3 Campus Police/Officers on duty

3.1.4 Selected Facilities Management personnel

3.2 Grand Masters:

3.2.1 Deans

3.2.2 Administrator(s) in charge of off-campus locations (for off-campus locations only)

3.2.3 Selected academic/administrative support personnel

3.3 Building Masters:

3.3.1 Division chairs

3.3.2 Directors

3.3.3 Custodians

3.3.4 Housing coordinator

3.3.5 Head resident

3.4 Building and/or Room Keys:

3.4.1 Faculty, full- and part-time

3.4.2 Residence hall students (keys issued by head resident)

3.4.3 Other full-time staff

3.5 The only exception to the above assignments will be in high security areas which do not carry a Grand Master or Building Master coding in their locks. Keys to these areas are issued only to persons who are authorized by the President or his designee to receive the key(s).