Last Revision Date:	03-19-2024 12-01-2020; 10-01-2020; 08-22-2019; 04-27-2017; 10-28-2015; 09-23-1997
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Section:	Administration	**Subject:**	Key/ Code Management

PURPOSE

To ensure building security and protection of all campus facilities, including the issuance and control of keys/codes. Key/code will be referred to as key.

PROCEDURE

The Vice President for Finance and Administrative Services is responsible for the implementation of key/code procedures for all campus facilities.

1. Key Requests
    1.1 Key requests are subject to approval by the appropriate supervisor and Chief Risk Officer. If a Great Grand Master or Grand Master is requested, then the Vice President for Finance and Administrative Services and President will also approve. A key request form is available on the AWC Facilities website.
    1.2 Key request forms will be completed by the employee's supervisor authorizing access. The request is sent to the Chief Risk Officer for approval and issuance. Approved key requests will be forwarded to the Locksmith and should be ready within 5 business days upon receipt of the request.
    1.3 When the key is available, the employee will be notified by email for pickup at the AWC Campus Police Department. Identification and a signature are required to receive the key/code.
    1.4 The Locksmith will retain a copy of the key request form. The employee will receive a copy for their records.
    1.5 Guidelines for keypad request.
        1.5.1 Keypad locks are appropriate for areas that have confidential, sensitive or high value property/equipment.
        1.5.2 Exceptions to the guidelines will require justification to be attached to the request and will be reviewed for approval.
        1.5.3 Authorized employees only will be allowed access to these areas.

2. Key Holders
    2.1 Keys are not to be duplicated at any time.

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2.2 Students will not be issued keys unless it is an extenuating circumstance and authorized and documented by the Chief Risk Officer. Exceptions must be documented and the documentation attached to the key request form.

2.3 Full-time employees retain their keys until termination of their employment.

2.4 Faculty who are issued keys for only one semester must return the keys at the end of that semester.

    2.4.1 Part-time employees and work study students are generally not issued keys but will be issued a code. If an exception is made, it is the supervisor's responsibility to collect and return the issued key(s) to Campus Police upon separation of the part-time employee or work study student. (see section 5.2)

2.5 Before receiving a key to a new/renovated building, or when changing offices, the key holder will return all issued keys from any previous area to Campus Police. Campus Police will not release the new key(s) until the outstanding keys have been returned. Requests for new keys will be processed as outlined in section 1.2.

2.6 Work keys need to be kept separate from personal keys and should not be taken with the employee on work travel outside of Yuma and La Paz counties. Keys should be kept in a secured location and not accompany employees on personal leave from the College. Work keys are not to be kept on key chains or lanyards that identify them with Arizona Western College.

3. Lost/Returned Keys

    3.1 Upon termination of employment or contract, all keys must be returned to the AWC Campus Police Department. Supervisors may collect keys and turn into Campus Police.

    3.2 Lost/stolen keys must be reported by email to the appropriate supervisor, Campus Police and Risk Management within 24 hours of being aware. Email notification of the lost/stolen keys will be reported to the Office of the Vice President for Finance and Administrative Services.

    3.3 If keys are lost or not returned resulting in a security risk, AWC reserves the right to hold the individual and personally responsible for the replacement charge as follows for each key or core:

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Building/Room key $15
Building core $15
Residence Hall $30
Building Dept. Master $100
Grand Master $250
Great Grand Master $500

3.4   The employee's supervisor will request replacement keys with a key request form and indicate the reason for the replacement. Determination will be made by Risk Management and Campus Police if replacement keys will be issued or if the buildings/rooms will need to be rekeyed for security of the campus. The notification of the replacement charges will be sent to the Office of the Vice President for Finance and Administrative Services and charges will be charged to the employee, accordingly.

4.   Assignment of Residence Hall and Cottage keys or codes
    4.1   When a student or cottage resident checks in, they are issued a room key or code and a mailbox key and sign for receipt as designated on the check-in paperwork. Upon check out, the occupant and Campus Life representative sign the appropriate form to verify that all keys are returned. When keys are lost or not returned the occupant is responsible for the replacement fee. The Facilities Department changes the locks.

5.   Separation of Employment
    5.1   Human Resources will notify the Locksmith of a separation of employment. The Locksmith then provides to Human Resources a list identifying all keys assigned to the employee. A key return sheet is sent to Campus Police identifying the outstanding keys. When the employee or their supervisor returns the keys to Campus Police, a Campus Police staff member will sign off that all keys have been returned. Campus Police will not sign off on the key return sheet if any keys are outstanding and will notify the Locksmith. The Locksmith will notify Human Resources of any outstanding keys or that all have been returned.
    5.2   The supervisor is responsible to work with their employee and let them know everything they need to do in preparation to exit and what has to be turned back to Arizona Western College. If the employee does not return all keys, Campus Police will

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work with the supervisor and Human Resources to make efforts to get the keys returned.

5.3   The employee's final paycheck will not be released until all keys have been returned OR the employee has compensated the College for replacing the lost key(s) or other required action.

5.4   NAU-Yuma, UA-Yuma and ASU-Yuma will be responsible for notifying the Locksmith

6.   All College locks are keyed by the Locksmith.

6.1   Assigned Levels for Keys

Key assignments range from individual offices and localized spaces to Campus Great Grand Masters. The level of access assignment will be determined by position and job duties. The Chief Risk Officer will authorize access for Master level keys and below. Grand Master and Great Grand Masters will require a signature from the Vice President for Finance & Administrative Services and the President.

6.2   The only exception to assignments will be areas considered high security areas which do not carry a Grand Master or Building Master coding in their locks. Keys or access to these areas are issued only to persons who are authorized by the President or designee.