


PROCEDURE MANUAL

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		Last Revision Date:	08-22-2019
		Effective Date:	09-09-2019
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 Vice President for Finance and Administrative Services. If a Great Grand Master or Grand Master is requested, then the 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 Vice President for Finance and Administrative Services for approval and issuance. Approved key requests will be forwarded to the Locksmith.
- 1.3 When the key is available, the employee will be notified to sign for and pick up key at the AWC Campus Police Department.
- 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.
- 2.2 With the exception of residence halls, students will not be issued keys, unless authorized and documented by the Vice President for Finance and Administrative Services. Exceptions must be documented and the documentation attached to the key request form.
- 2.3 Full-time employees retain their keys until termination.
- 2.4 Full-time and part time faculty who are issued keys for only one semester must return the keys at the end of that semester.
- 2.5 Part time employees and work study students are generally not issued keys. If an exception

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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)

- 2.6 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.
- 2.7 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 the individual may be personally responsible for the replacement charge as follows for each key or core:

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 budget of the employee’s department, accordingly.

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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 work with the supervisor and Human Resources to make efforts to get the keys returned.
 - 5.3 The employee's final pay check will not be released until all keys have been returned OR the employee has compensated the College to replace the lost key(s) or other required action.
 - 5.4 In the event keys are not returned, the cost of replacing keys and locks will be born on the employee and withheld from the final check. Should the employee be a part-time employee or federal work study, the department would be responsible for the expense if the final check was already issued. This shall also apply to adjunct faculty not returning keys at the end of each semester.
 - 5.5 NAU-Yuma, UA-Yuma and ASU-Yuma will be responsible for notifying, collecting and returning keys to Campus Police and Locksmith upon an employee's separation of employment.

6. Locks
 - 6.1 All College locks are keyed by the Locksmith.

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7. Assigned Levels for Keys

7.1 Great Grand Masters:

- 7.1.1 President
- 7.1.2 Vice Presidents
- 7.1.3 Campus Police/Officers on duty
- 7.1.4 Selected Facilities Management personnel

7.2 Grand Masters:

- 7.2.1 Associate Deans and Deans
- 7.2.2 Administrators in charge of campus locations
- 7.2.3 Selected academic/administrative support personnel

7.3 Building Masters:

- 7.3.1 Directors
- 7.3.2 Custodians
- 7.3.3 Residence Hall Directors
- 7.3.4 Head Residents

7.4 Building and/or Room Key

- 7.4.1 Faculty, full and part-time
- 7.4.2 Residence hall students (keys issued by Residential Life staff)
- 7.4.3 Other full-time staff

7.5 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 designee.