

## Key Policy

It is the policy of Rocky Mountain College to promote the security of campus doors, locks and appropriate access to College property. This policy describes the control, use, and possession of keys to campus facilities, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) key issuance procedures, (F) lost keys, (G) key eligibility criteria, (H) provision for contractor access, and (I) key and building security.

### **Principles:**

**A. General Provision;** Unauthorized fabrication, duplication, possession, or use of keys to facilities of Rocky Mountain College is considered a crime. College keys are Rocky Mountain property and may be recovered at any time.

**B. Design;** Design of the keying system is the responsibility of Facilities Services. The design will ensure security and reasonable convenience to personnel occupying campus facilities.

**C. Fabrication;** Facilities Services fabricates all keys and performs all lock changes for campus facilities, except for work performed by on-site contractors under the direction of Facilities Services. Records of keys to campus facilities, including the names of individuals to whom keys are issued, dates of issue/return/loss will be maintained by Facilities. College keys will not be duplicated, except by Facilities Services as needed.

**D. Responsibility — Issuance;** All persons issued Rocky Mountain College keys shall, at all time, are held responsible and accountable for said keys. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the *Key Eligibility Criteria* and *Key Issuance Procedures* below.

### **E. Key Issuance Procedures;**

#### 1. Employee Keys

- a. Complete “Key Request Form.”
- b. Keys may be requested for regularly appointed college and part-time employees for the duration of employment.
- c. Obtain appropriate approving signature, in accordance with campus key policy.
- d. Submit completed form to Facilities.
- e. Receive and sign for “authorized keys” in person at Facilities.
- f. All keys must be returned at termination of employment (faculty and staff). The keys must be accompanied by the Rocky Mountain College Clearance Form issued by Human Resources. Failure to return keys as required will result in a charge consistent with listed charges below.
- g. Periodic auditing of issued keys may be requested.
- h. Duplicates of outstanding (non-cleared) keys will not be issued.

**F. Lost Keys;**

1. Reporting

- a. Lost keys should be reported immediately to Facilities and the department originally authorizing the keys.
- b. Key holder will complete an Incident Report for the lost keys. Keys will not be reissued unless an Incident Report is completed.
- c. If a reissue of lost keys is requested, complete a Key Request Form. Obtain signature of appropriate Department Chair.
- d. Submit form to Facilities

2. Charges

a. Lost Key charges are as follows:

- 1. Grand Master Key \$200
- 2. Building Master Key \$150
- 3. Sub-master Key \$100
- 4. Single Lock/Building Entrance Key \$50

- b. Lost Key charges will be refunded if keys are found and turned in to Facilities or Campus Security within 30 days of loss.
- c. If the lock-core must be changed for security reasons, actual costs of re-keying may be charged to the **department** originally authorizing the keys and/or the individual to whom the keys were issued.
- d. A request to have the lock-core changed can be initiated by the Department Chair, Director of Facilities and the Coordinator of Campus Security.

**G. Key Eligibility Criteria;**

<b>Type of Key;</b>	<b>Eligibility to Carry;</b>	<b>Responsibility to Authorize;</b>
(1). Full Grand Master Set (Access to all Campus Facilities)	1. President 2. Executive Vice President 3. Facilities Director 4. Campus Safety Coordinator 5. Appropriate Facilities Staff	1. President 2.Executive Vice-President 3.Director of Facilities
(2).Building Master (Access to all locks within building)	1. Appropriate Facilities Staff 2. Employees as required/	1.Appropriate Administrator 2.Department Chair

(3).Sub-Master (Access to a group of locks within a building)	1. Employees as needed to perform their duties.	1.Appropriate Administrator 2.Department Chair
(4).Single door lock	1. Employees/students as needed to perform their duties.	1. Appropriate Administrator 2.Department Chair
(5).Building Entrance	1. Employees as needed to perform their duties.	1. Appropriate Administrator 2.Department Chair

**H. Contractor Access;**

Keys required by contractors or other non-College users must be authorized by Facilities Services, including authorized individual, firm name, and specific return date. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the firm to which the keys were issued, and final payment may not be made until keys are cleared.

**I. Key and Building Security;**

- The individual to whom keys are issued is personally responsible for the use of said keys until returned to Facilities.
- Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual.
- Key holders shall not “prop” doors or windows open or leave them unlocked during hours when the facility is normally closed.
- If for some reason you cannot lock a door with your key, contact Facilities.
- Duplication any issued keys is prohibited.
- Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building.
- Student records and registration may be held pending clearance of keys at the end of each semester.
- Employees may be issued keys for the duration of employment.
- Deductions from final wages for any outstanding keys not returned will be applied.

*I, as the undersigned and authorized key recipient for Rocky Mountain College, accept the responsibilities and polices of the above written key policy.*

By: \_\_\_\_\_ Date: \_\_\_\_\_