

**15.01**  
**KEY (ACCESS) POLICY**  
**CHAPTER 2**  
**POLICY 15.01**

Policy Committee Approval:  
Cabinet Approval: 02/20/03  
Board of Trustees Approval: 04/09/03  
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**I. PURPOSE**

To provide guidelines and procedures for the issuance and control of keys and all forms of access to a door(s), buildings, cabinets, equipment, or vehicles for the purpose of ensuring security of all College facilities and property.

**II. POLICY**

The College will operate a key control system and a facilities access control system in compliance with state statute.

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**I. REFERENCE**

A. Criminal Law Regarding Keys

“No person shall knowingly make or cause to be made any key or duplicate key for any building, laboratory, facility, room, dormitory, hall or any other structure or part thereof owned by the state, by any political subdivision thereof or by the board of regents or other governing body of any college or university which is supported wholly or in part by the state without prior written consent of the state, political subdivision, board of regents, or other governing body.”  
-9-21)

B. Violation

Duplication, unauthorized distribution and keys not returned when no longer needed is in violation of this policy. “Any person who violates this act shall be guilty of a misdemeanor.” (Utah Code Annotated §63-9-22)

**II. DEFINITION**

A. Control of System

The Assistant Director of Facilities at SLCC is assigned the responsibility and administration of allowing access of non-key devices, issuing, duplicating, control of all keys and keeping records of all card access, keys and key holders. The Facilities Locksmith is the authorized agent for installation, maintenance and control of all hardware for SLCC property. This responsibility includes design of lock systems, maintenance and service of locks and key equipment.

B. Individual Responsibility

Each individual is responsible for the keys or card access issued them. All keys are the property of SLCC. Keys and/or identification cards should never be loaned or given to anyone except the Key Office. Obsolete and unneeded keys must be returned to the Key Office for removal from key record and proper disposal. All lost keys will be reported to the SLCC Key Office as soon as the loss is discovered.

Each individual is also responsible for the security of his/her own department, building(s), office, class labs or shop areas. These areas are to be secured before leaving each area. The Custodial Department will secure all entrances and classrooms to ensure that everyone has vacated the building when closed.

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Under no circumstances should any Facilities Department employee unlock any doors for anyone. If a person forgets his/her key(s) and/or needs access to an area, his/her department head should provide access. SLCC Security should handle emergencies.

C. Issuance of Keys and Procedure To Obtain Keys

In the issuance of keys, individual employees shall be issued the least number of keys at the lowest level key in the hierarchy that is necessary to provide the access required by the employee's position and responsibility. Under no circumstances will a person be issued any master key that allows access to any building, storage area, or any other facility when such area is closed. Only those persons deemed necessary by the Assistant Director of Facilities and the Director of Facilities will be issued master keys. Those Directors who do not agree with the decision of the Director of Facilities and the Director of Facilities may petition the President for a master key through the Vice President of Business Services.

All persons requiring keys must fill out the "Key Request" form available from the Key Office or their immediate supervisor. Forms need to be completed entirely before keys will be issued. All key requests require employee signature and the signature of the Executive Dean, Division Chair, or Director. All requests must be signed by the employee requesting the keys. By signing this form, the employee agrees not to duplicate his/her keys, to report the loss of keys to the SLCC Key Office, and provide adequate measures to properly secure and safeguard the keys and College property from theft. The person requesting the key(s) must pick up keys in person. Key holders are then instructed on the responsibility of having keys to SLCC property. The request for keys will be processed within 24 hours by the SLCC Key Office.

For convenience, drop off and pickup points have been established at each campus.

The Key Request is a confidential document retained in the Key Office as a manual record and a check for accuracy of all key transactions. Personal information is required for the purpose of auditing and contacting employees when keys are not returned. The key record is also computerized. The Computer assigns a unique series number to every key and person checking out keys. This process identifies each key to an individual person.

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Non-SLCC personnel (e.g., contractors, elevator service, fire departments and certain vendors) have an ongoing need for access to SLCC facilities. In such cases, the persons in charge of these services may obtain keys. Keys will be given which provide access to the specific areas involved.

D. Termination of Employees, SLCC Contractors, Etc.

Human Resources and the Departmental Office are required to notify the Key Office when employees leave, their teaching contract is not renewed or they are terminated to insure timely return of SLCC keys.

Any employee/contractor or person whose employment terminates must return all keys issued to the Key Office. Failure to do so will result in the withholding of the individual's final paycheck until such time as all keys have been returned and a release of payment has been issued by the SLCC Key Office personnel or Assistant Director of Facilities.

If keys are not returned, the Key Office will make arrangements with the Police Department to retrieve keys belonging to SLCC.

E. Lost, Replacement, Keys Not Returned

All persons who require replacement of keys that are either lost or stolen are required to pay the actual cost of replacement and/or rekeying of room(s), buildings or equipment. The cost is \$5.00 per key up to a maximum of \$25.00.

F. Periodic Audit of Keys

Key Office or a designated representative can, at any time, conduct an audit of all issued keys. The purpose is to maintain a secure system and an accurate database for the computerized inventory control system of keys issued and returned, and to control unauthorized entry.