

Treasure Valley Community College

Code: ECAA
Adopted: 6/13/07
Readopted: 10/14/09; 5/19/15
Orig. Code: AR 300-31

Key Policy

Control of keys (including access cards, door access codes, and proximity buttons) is necessary to maintain appropriate safety and security and to safeguard College buildings, equipment, and occupants. The monitoring of and distribution of keys, access cards, door access codes, proximity buttons or keys are the responsibility of the physical plant in conjunction with the appropriate Vice President, department chair or director. Possession and use of the keys is the responsibility of the department chair or director.

When an employee is no longer employed by the College, those keys assigned to him or her must be turned in to the physical plant office. At that time the appropriate separation form will be initialed.

Persons issued keys are directed to safeguard those keys against loss or theft. Should loss or theft occur, it should be reported to the physical plant office as soon as possible. Employees possessing keys that have not been authorized or checked out to them are subject to disciplinary action.

When keys are lost or stolen, the physical plant will take the necessary rekeying steps based on the access that is provided by the lost or stolen keys. If replacement keys become frequent or excessive, then the cost of the rekeying may be billed to the appropriate individual or department that is responsible for the lost or stolen keys.

The level of access granted to individual buildings and the campus as a whole is based upon the level of responsibility and the access needed by the employee to provide the intended service.

Vice Presidents, department chairs, and directors assist the physical plant in determining the appropriate access. No keys will be issued to employees until a written request or email is received by the physical plant office from the appropriate Vice President, department chair, or director. All requests for keys should be sent to the Director of Physical Plant. The employee will be contacted when the appropriate key or keys are ready.

END OF POLICY

Legal Reference(s):

[ORS 341.290](#)