Procedure 8.01

Campus Keys Procedure

Campus keys are issued by Campus Police and duplicated only by Maintenance. Keys shall never be loaned to students or shared with other employees without prior approval of the Police Department. Security within various departments for routine locking and unlocking of doors is to be coordinated with the designated building custodian, department lead or director, or the Police Department.

The request for a key(s) shall be submitted through the Ready Desk ticket system by the appropriate supervisor or Vice President.

In the event that a building master key or entrance key is necessary, the request must be submitted by the Vice President of the division, along with the request for a building alarm code. Any employee that has a key(s) that allows entry to a locked building(s) shall also have the necessary alarm code. Everyone with an alarm code shall be trained on the system and shown where they are allowed entrance to a building and the location of the key pad(s).

Campus Master Keys (Grand Master) are only authorized for Deans/Directors and above, unless special permission is granted by the Vice President of Administrative Services.

Each Ready Desk submission shall have the following information listed in the summary section so that it can be processed and filled as quickly as possible.

1. The employee's full name as listed with Human Resources. Only list one employee per request. If there are multiple employees that need the same key(s), a separate request shall be submitted for each employee.
2. Specific key(s) requested by designated building and room number. The numbers are typically located on the outside of the door – e.g. 1-114 or 9-929.

Key requests are filled as quickly as possible with the availability kept in the key catalog. In the event we do not have a key available, a duplicate is made and the ticket is updated throughout each stage. Requests that are submitted without the appropriate information will be returned for corrections.

Report any lost or stolen keys to the BCCC Police Department immediately. Upon termination of employment or when keys are no longer needed return them to the Police Department as soon as possible.

References

Legal References: *Enter legal references here*
Cross References: [Facilities Security Policy](#)

History

Leadership Council Review/Approval Dates: *Enter date(s) here*
Senior Staff Review/Approval Dates: *8/3/2015, 10/2/2017*
Board of Trustees Review/Approval Dates: *2/4/2014*
Implementation Dates: *Enter date(s) here*