

# Davis Technical College

## Key Security Policy and Procedures

**Effective Date: 9 January 2012**

Expanded President's Council Approval: 9 January 2012

### 1. Purpose

This policy and procedures were written to provide a reasonable level of access and security of personnel, buildings, property and equipment while maintaining the appropriate standard of College operations.

### 2. Definitions

- 2.1. **Approving Officers** – The executive administrative team.
- 2.2. **Electronic Key Access** – Allows entrance to the building with an electronic key.
- 2.3. **Great Grand Master Key** – A key that activates all door locks.
- 2.4. **Grand Master Key** – A key that activates all door locks in a building with the exception of high security areas.
- 2.5. **Sub-Master Key** – A key that activates the locks in a department or an area of a department but does not open high security areas.
- 2.6. **Room Key** – A key that activates the lock to the door(s) to a single room and attached office or storage space if available.
- 2.7. **General Access Key** – Allows access to Faculty Room, Exercise Room, and showers for part-time employees that do not have an electronic key.
- 2.8. **Fire Department Key** – A key box placed on the east and west entrance of the facility, allowing fire department access and disables the security system in case of an emergency.
- 2.9. **Key Control Office** – The office responsible for verifying proper signatures and procedures are in place prior to filling the key request. This location and responsibility is assigned by Director of Facility Services or Vice President of Administrative Services.
- 2.10. **Fitness Center Access Key** – A Fob key allows entrance.

### 3. Policy

- 3.1. College entrances will be unlocked Monday through Thursday 6:00 a.m. to 10:00 p.m., and Fridays 6:00 a.m. to 7:00 p.m. with the alarm security system activated at 5:00 a.m. and 11:00 p.m.
- 3.2. Electronic keys will open doors on weekends and holidays from 5:00 a.m. to 10:00 p.m. with the alarm security system activated at 5:00 a.m. and 11:00 p.m.
- 3.3. Keys may be requested by submitting a Key Issuance Request form and must include supervisor signature.
- 3.4. Keys will be issued only for the room(s) indicated on the Key Issuance Request form.
- 3.5. Keys will be issued by the Facility Services Office.
- 3.6. Employees are responsible for the keys issued to them.

- 3.7. Persons to whom keys are issued shall use the keys only in accordance with the College key policy.
- 3.8. Employees are responsible for the security of their own work area.
- 3.9. Duplication and the transfer of keys other than by the College Key Control Office is strictly prohibited.
  - 3.9.1. Any person who knowingly makes or duplicates a College key in any manner not authorized by this policy will be subject to disciplinary action in accordance with Utah Code Annotated, Section 63-9-22 (Misdemeanor).
- 3.10. When an employee's need for a key no longer exists, whether as a result of termination of employment, change of department/responsibility or other reason, it is the responsibility of the employee and the employee's supervisor to collect the unneeded key(s) and return them to the Facility Services Office prior to issuance of final check.
- 3.11. Lost keys need to be reported to the Facility Services Office as soon as possible.
- 3.12. Individuals who have not been issued keys may gain entrance to a locked building or room by requesting entrance through their supervisor.
- 3.13. Security personnel will secure all entrances and ensure that everyone has vacated the building when the building is locked at the end of each day.
- 3.14. Limitations
  - 3.14.1. Great Grand Master Keys will be issued to the President, Vice-President of Instruction, Vice-President of Quality and Development, Vice-President of Administrative Services, Vice President of External Engagement and Economic Development, Director of Information Technology, and the Director of Facility Services.
  - 3.14.2. Grand Master Keys will be issued upon approval of the administrative team.
  - 3.14.3. Sub-Master Keys will be issued to requesting employees with a specific need to access multiple doors within a given area. This key will not open high security areas.
  - 3.14.4. Keys for contracting companies will not be issued to contracting companies from the private sector working on College campus except as specifically authorized by a College administrator. If keys are issued, they are to be returned to the Facility Services Office immediately upon completion of the work.
  - 3.14.5. Fitness Center access requires an approval Fitness Use Waiver form.
- 3.15. Key Replacement
  - 3.15.1. To replace a lost, stolen or damaged key, a Key Issuance Request Form must be completed in the same manner as for the issuance of the original key.
  - 3.15.2. All persons may be responsible for the cost to replace or rekeying due to loss of key.
  - 3.15.3. If a reported lost key is found at a later time, it must be returned to the Facility Services Office as soon as possible.
- 3.16. Lock Repair, Replacement and Re-Keying
  - 3.16.1. The cost of repairing locks will be the responsibility of the Facility Services Office.

3.16.2. The cost of replacing or re-keying locks for the convenience of a department will be the responsibility of the department.