



LOS ANGELES VALLEY COLLEGE

Key Management Policy and Request and Return Procedure

I. Purpose

In order to comply with Section 7800.13 of the LACCD Board Rules and provide appropriate guidelines on the management and control of keys on the campus, the following policy and procedures have been adopted.

- A. Employees (excluding student workers and project assistants) who have a fundamental and legitimate need to access a work station, room, building, equipment, etc., may request to be issued a key or access on an existing Employee ID card to meet their work need.
- B. Student Workers and project assistants will under no circumstance be issued keys.
- C. Only one key to any one area shall be issued per requestor.
- D. Keys are **not transferable**. Under no circumstance shall keys be handed over to any other staff or faculty member. They are issued under the requestor's name until they are returned to Administrative Services.
- E. Keys may **not** be duplicated.

II. Processing

A. Issuance of Keys and Key Card Accesses

1. The request for keys and/or access is submitted via the Computerized Maintenance Management system on the LACCD Portal. Requests for access should include the 5 digit code found on the back of the employee ID card so that access can be programmed.
2. The Department Chair/Supervisor reviews the request and determines if the request is necessary based on the employee's work assignment and need and is then forwarded to the Vice President of Administrative Services or Associate Vice President for approval. If the Key Authorization request is determined to be a secure area, the Key Request is rejected.
3. If the Key Authorization Form is approved, it will be forwarded to the Maintenance and Operations Lock Shop for key preparation.
4. When the request is completed, the requestor will be notified via email by the Administrative Services office that the key(s) are available for pickup or that access has been programmed on their card.
5. When keys and/or accesses are issued to an employee, the employee **MUST SIGN for the key(s) on the Key Authorization as having received the key policy and understand his/her responsibility of keeping the keys secure and returning them promptly when required to do so** (see below section "Return of Keys.")

B. Main Building Access and Master Keys

Anyone requesting building main entry access or a new Master key (generally Department Chairs) must accompany their key request with a "Special Security Access Request" form. The form must be completely filled out and be approved by a Supervisor, Area Dean, Area Vice President, and finally the Vice President of Administrative Services. The approved form will be forwarded to the locksmith, who will then issue the key(s).

C. Return of Key(s)

1. All employees who have been issued a college key(s) or key card access(es) are responsible for the return of the key and/or key card whenever the employee changes assignments, resigns, retires or is terminated. All Keys and Key cards **must be** personally returned to the office of Administrative Services to ensure that employee's Key Authorization Form record is cleared of all keys issued. The office of Administrative Services will sign-off on an employee's "Employee Exit Processing" form, under the section "College Issued Keys." The sign-off indicates clearance of any campus key obligation.
2. Failure of an employee to return the key(s) and/or key cards either to the Administrative Services office when no longer authorized to possess the key(s) and/or key cards may result in disciplinary action. Employees who leave the college's employment and fail to return a key(s) and/or key cards issued to them may be subject to prosecution under California Penal section 469.

D. Lost Keys, Stolen Keys, and etc.

1. All lost, stolen, or misplaced keys or key cards must be reported to the College Sheriff's Office. Lost key(s) or key cards must be immediately reported to the College Sheriff Office. Any requests for replacement keys **must include** the lost key report number supplied by the Sheriff's Office.
2. **It is the personal responsibility of the requestor to safeguard Keys and Key cards and maintain them secure.** Loss of Keys (especially repeated loss) could be treated as a disciplinary matter.

E. Lock Change Request (Re-Key)

1. A lock change request should be submitted via the Computerized Maintenance Management system using the Key request link.
2. The request for a lock change will be approved by the Department Chair or Supervisor and then forwarded to the VP of Administrative Services for approval. His approval will authorize the Locksmith to change the lock core.
3. Approved lock change request cost due to negligence, lost Keys or requestors department practices that compromise security (e.g., Keys loaned and not returned) may be incurred by the requesting department and/or responsible party based on current replacement rate of lock keying hardware.

F. Policy Authorization

This policy is authorized by the Board of Trustees Regulation ARTICLE VIII, MANAGEMENT AND CONTROL OF KEYS, Section 7800. MANAGEMENT AND CONTROL OF KEYS

CALIFORNIA PENAL CODE Section 469

Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.