

05:01:06:00 DSCC Issue, Use, and Accountability of Keys Policy

Purpose:

The purpose of this policy is to promote the security of College personnel and appropriate access to College property. The policy describes key issuance requirements and responsibilities.

Scope:

This policy applies to keys issued for Dyersburg State Community College.

Policy:

The Assistant Director of Physical Plant is responsible for the issuance and control of all keys, and for the control and maintenance of lock cylinders. The basic issue/control document will be the DSCC Key Request Form.

Issuance of a key will be authorized by the requestor's supervising Coordinator, Director, Manager, Dean, Vice President, or President and approved by the Vice President for Finance and Administrative Services on the Key Request Form. Key requests for access to computer rooms or data closets must also have the approval of the Vice President of Technology.

The individual to whom keys are issued is responsible for the use of the keys and shall not transfer them to another individual. Exceptions noted below. (Security, vending vendors and contractors, etc....) Key holders shall not leave doors unlocked during hours when the facility is normally closed. Key holders shall not unlock buildings or rooms for others unless the individual has a valid reason for access. Key holders shall return any key issued to them to their Department Head or the Assistant Director of Physical Plant when requested by the College and report any lost keys as soon as the loss is known. Damaged keys must be returned to the Assistant Director of Physical Plant for replacement. In the event an employee is terminated or changes room assignments, any keys issued must be returned and a new key request processed if needed.

Any keys issued to adjunct faculty must be returned by the end of the term.

No key will be duplicated except by approval and control of the Assistant Director of Physical Plant. Exceptions to the policy; The Security vendor will utilize one master key per officer/campus/Center as needed. Security vendor will be given access to a lockbox system to exchange the keys during shift change if necessary. Alarm codes will be issued to individuals on an as needed basis. Other vendors and contractors, keys will be issued to individuals with particular instructions to their company's responsibilities for returning the keys at the end of the assignment.

Above mentioned approvals will be followed in the exception cases. A trace file will be kept by the Assistant Director of Physical Plant for these vendors and contractors.

Compliance:

The policy applies to all persons who are issued Dyersburg State Community College keys in the performance of their official duties or are responsible for the control of key issuance.

Definitions:

N/A

Revision History:

Original Policy approved 4/1984. Policy revised 5/1999. Second Policy revision approved by Administrative Council on 01/30/2015. Third Policy revision approved by Administrative Council on 02/27/2018.