

DRAFT

Access Control Policy

3225

The District safeguards State assets and promotes the security of campus personnel through appropriate monitoring of access to District property. This access control policy addresses all active locking systems on campus, such as keys and combination locks. District Plant Services (DPS) is the department responsible for managing this policy. District colleges and departments are expected to follow all access control and security procedures as noted in this policy. District colleges and departments will receive immediate notification of any Access Control Policy changes.

See Administrative Procedures AP-3225

Approved ____

DRAFT

Access Control

AP 3225

ISSUANCE OF KEYS

All persons issued District keys and/or electronic access codes shall at all times be held responsible and accountable for all keys/access codes that are issued to them. Appropriate administrators may request and delegate the issuance of keys/access codes only as necessary and in accordance with the Access Eligibility Criteria below.

Type of Key and Systems	Eligibility to Carry*	Responsibility to Authorize*
Master	Chancellor, Vice Chancellors President, Vice President, Police Chief, Police Officers, Designated Plant Services staff, Designated ETS employees	Chancellor, Vice Chancellors Police Chief, President, Executive Director of Plant Services
Division Master	Appropriate Plant Services staff, employees as needed to perform their duties	Division Dean
Change Key (lowest level operating key)	Employees	Division Dean
Change Key (lowest level operating key)	Student Employees	Division Dean
Contractor Keys/Access Code	Eligible Contractors	VP Educational Resources & Instruction, VP Finance & College Services
Access for Construction	Eligible Contractors	Executive Director of Plant Services

*Chancellor, Vice Chancellors, Presidents, and Vice Presidents may authorize other individuals at any level at their discretion.

Types of key systems currently on campus:

Primus Everest key system
Keyed locks
Electronic Access

KEY CONTROL PROCEDURES

Ordering Keys

Keys can be ordered through a campus(es) designated office. Individuals ordering the key(s) are responsible for completing the form and obtaining the proper authorization. The completed form is then forwarded to the Lock Shop for processing. After which the keys are sent to the designated on campus office for distribution.

Key Issuance

Key(s) must be picked up by the individual defined on the authorized Key Request Form. The individual signs the Key Receipt Form and returns the form to the designated campus office.

Electronic Access

Electronic access is considered the same as keys because it allows access to buildings, rooms etc. All requests for electronic access will be handled as those for hard keys. Upon delivery of the request to the Lock Shop, the access will be activated or deactivated depending on the need.

The Lock Shop will perform an audit of the electronic lock upon request from the department (times, dates and credentials used).

Employee Separation from the District / Inactive Employee

Separating employee(s) will return all keys/credentials to the Human Resources Department or Responsible Person, who then completes the Human Resources Employee Separation process confirming that all keys assigned to that individual are accounted for and have been returned to the District's possession.

Fabrication

Unauthorized fabrication, duplication, possession or use of keys to facilities of the Foothill-De Anza Community College District is a crime (California Penal Code 469). District keys are State property and may be recovered at any time by Police, DPS, or an employee's supervisor. To ensure compliance with applicable fire, life and safety codes, non-District locks or keys shall not be used. The Lock Shop will also maintain serial numbers which are stamped on designated keys.

RESPONSIBILITIES

Individuals

Individuals are personally responsible for the use of all keys issued to them until the keys are returned to the department's Responsible Person or Human Resources upon separation. Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual. Key holders are not to unlock buildings or rooms in order to allow entry by unauthorized persons. Employees may be issued keys for the duration of employment. The employee's final paycheck may be held pending the return or clearance of outstanding keys.

Students should not be issued keys to buildings or offices outside of business hours, unless special circumstances dictate. Students with access who are working after hours must possess written authorization from the college President and have it available to be shown to the District Police upon request. Student records and registration may be held pending clearance of keys at the end of each quarter.

Lost Keys

Employees must inform the department head immediately. Employees must then complete a Lost Key Report with the District Police.

Deans, Department Heads or Authorized Representatives

Authorization for the issuance of keys to college and departmental staff and students is based on the need to have access to an area.

Special Requirements for High Security Areas

Any High Security area will receive electronic access. Request for electronic access must be approved by the Division Dean or Department Head before the request is made to District Plant Services.

DISTRICT PLANT SERVICES (DPS)

Keying System

The Keying System and Electronic Access System design will ensure security and reasonable convenience to personnel occupying campus facilities. DPS maintains up-to-date records of all keying systems and authorized usage of all campus keys.

Facilities Management:

Facilities Management must authorize keys needed by contractors or other non-District users. Key requests should be made by the department needing access. Facilities Management will inform the Lock Shop of the authorized individual, the firm name and the specific return date. Contractors or other non-District personnel will fill out a key request form at the District Police Department which is responsible for key issuance, collection of keys and maintenance of up-to-date records of contractor keys. Final payment will not be made to the firm until all District keys are returned.

See Board Policy 3225

Reviewed ____