

BRISTOL COMMUNITY COLLEGE

Key/Card Access Policy and Procedures

Policy Name:	Key/Card Access Control Policy and Procedures
Policy Owner:	Vice President for Administration and Finance
Responsible Office:	Campus Police
Last revision:	July 23, 2019

I. **PURPOSE**

To establish a Bristol Community College key and card access policy for all campuses regardless of whether the property is leased or owned.

II. **POLICY**

- A. It is the policy of Bristol Community College to issue building and room keys/access cards to faculty, staff, and persons or organizations with contractual agreements with the college. Keys and/or access cards will not be issued to students, in any capacity, including work-study students.
- B. All keys/access cards are the property of the college and must be returned to Campus Police upon discontinuation or change of employment, office move, etc.
- C. Generally, individuals will be provided access in accordance with their assigned responsibilities and position. An approval is required based on the system hierarchy (see chart below).
- D. This policy and its enforcement is the responsibility of the Campus Police Department and is implemented through the employee's appropriate supervisor (Vice President, Executive Director, Dean, or Director). Supervisors are responsible for requesting and approving keys/access cards for employees through the Key/Card Access Request Form. Forms are to be returned electronically directly to Campus Police with the appropriate signatures.
- E. When an employee is no longer employed by the college, or no longer holds the role, responsibilities, position for which the key/access card was granted, the supervisor must notify Campus Police so access can be revoked, and all associated keys must be returned to Campus Police.
- F. Keys/access cards must be protected and secured similar to the same actions required and used for safeguarding keys. If an individual loses a key/access card, or it is stolen, the individual must immediately report this to their supervisor and Campus Police Department at ext. 2218. Loss of keys/access cards can expose Bristol Community College members to unnecessary risks.

G. It is a violation of college policy for any individual to duplicate any key/access card issued by the college. Only the Campus Police Department is authorized to approve duplication of keys/cards through the Key/Card Access Request Form.

H. The Facilities Department is responsible for maintenance and service of all locks including periodic replacement and upgrading in order to maintain proper security. If any door locks are changed due to maintenance, construction, etc. facilities is to notify campus police so they can dispose of the original keys and keep copies of the new keys.

I. Levels Of Key Access

Type of Key / Access Card	Key and/ or Card Access	Level of Access	Authorized Users	Rules of Issuance
Room	Card Access, if not available a key will be issued.	Single door or individual offices, rooms	Room occupant	Requested by appropriate supervisor and subject to approval by the Campus Police Department
Exterior Building	Card Access	Individual building	Authorized building occupant	Requested by appropriate supervisor and subject to approval by the Campus Police Department
Grand Master	Key Access	All rooms and exterior doors for all buildings	Campus Police, Facilities and Business Services, ITS / by position and approval	Requested by appropriate supervisor, subject to approval by the Campus Police Department and the Vice President for Admin. & Finance

J. General use classrooms will be opened prior to their scheduled first use by Facilities and remain open until they are secured by Campus Police after use, or at college closing.

K. Laboratories will only be opened by Facilities once the assigned faculty member or lab assistant arrives for the lesson and secured after each use.

L. Office doors are only opened by Campus Police. Identification may be requested.

III. PROCEDURES

- A. The form to request a key or access card Key/Card Access Request Form is available to college employees through Outlook Public Folders and department/division offices.
- B. Request forms must be approved by the employee's supervisor and forwarded to the Campus Police department in Room D110 for final approval.
- C. Once Campus Police confirms access they will issue a physical key or authorized card access. The individual receiving the key or card access will be required to sign for the key/access card when they pick up the key/access card in the Campus Police Department.
- D. If Campus Police does not have the requested key stated in the Key/Card Access Request Form, Campus Police will submit a facilities work request with the form attached.