CAFE COD COMMUNITY COLLEGE

KEY & ACCESS POLICY

Access To Buildings

All College buildings will be open during normal business hours. Access to any building during off hours, weekends and holidays will be via the Security Guard on duty. The Security Guard can be reached by using the radio/telephone outside the Security Office and following the posted instructions. The Security Guard is required to log time, name and title of all persons admitted during off hours.

Persons who plan to remain in their offices after normal operating hours are requested to notify the Guard of their intentions. Faculty and staff who plan to be on campus and wish admittance to their offices during times when the buildings are locked must notify Security and also notify Security (X4349) on leaving campus.

Students will not be authorized to use buildings after the normal hours of activity. Customarily, when access is authorized, students should be accompanied by a member of the faculty or staff.

After hours, individuals should go to the Security office, pick up the telephone outside the office door, and follow the procedures listed to reach the Security Guard by radio. (The above are excerpts adapted from the Administrative Policies & Procedures Manual.)

Keys

There is an institutional commitment to faculty and staff to have convenient access, when needed, to all work areas with as little restriction as possible, while at the same time maintaining key security, institutional security, and preventing unauthorized access to buildings and rooms within the campus.

The following regulations apply to the issuance and use of keys:

1. Keys will be issued to an individual and are nontransferable. They are only issued upon submission of a completed key request form and must be signed out by the recipient. When the period of authorization is over or the individual is no longer an employee of the College, the keys are to be returned to Human Resources.

2. The Facilities Office shall maintain a comprehensive key file.
3. All key request forms should be routed through appropriate channels and approved by the appropriate Dean. The individual receiving the key(s) must sign for the key(s). Secretaries will be allowed to pick up keys if the proper signatures are on the key request forms; however, the secretary will also need to sign for the keys.

All keys, particularly master keys, will only be authorized to individuals with demonstrated reoccurring need for such key. Issuance of master keys will be kept to a minimum.

Release of temporary keys for access to buildings and rooms when not needed on a long-term reoccurring basis will be encouraged and are to be returned to the Facilities Office.

**Issuance of Master Keys**

The issuance of all master keys must be approved by the appropriate dean and be co-signed by the Dean of Administration.

**Issuance of All Keys**

When a supervisor determines the need for his/her staff to have a key, the supervisor shall initiate a key request form to Facilities Management. The key request shall describe the access needed and shall be signed by the appropriate authority required by the access level and name the recipient of the key. When the key has been made, the Facilities Office will notify the department so the recipient may come to the Facilities Office to be issued the key.

**Locking Devices**

There shall be no locking devices attached or installed on college doors independent of the College keying system.

**Special Security Locking System**

A department head may identify an area in his/her department that would require a higher level of security for reasons of equipment sensitivity or a concentration of costly high tech equipment. This area, upon approval of the Facilities Manager and the appropriate Dean, could be keyed to a system separate from the normal system. The conditions for this approval are as follows:

1. The department head forgoes routine maintenance such as light replacement and regular cleaning and must subsequently arrange by work order for these services.
2. The area identified must not interfere with emergency egress routes, nor shall it contain any physical plant equipment or controls that require access by maintenance personnel.