

AP 3501 Campus Security, Access and Key Control

Reference:

*34 Code of Federal Regulations Section 668.46(b)(3);
ACCJC Accreditation Standard III.B.1*

During business hours, the District, excluding housing facilities, will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all District facilities is by key, if issued, or by admittance via the Campus Security or housing staff. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedule. Areas that are revealed as problematic will have regular periodic security surveys. Administrators from the Vice President of Student Services, Executive Vice President of Administrative Services, and managers from Campus Security, Facilities Department, Information Technology, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year the Campus Facilities Officer, Campus Safety Officer, Chief Student Services Officer and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

Key Control Procedure:

In order to maintain a secure learning, teaching, and working environment at West Kern Community College District, all authorized District personnel will be issued appropriate keys in accordance with Board Policy 3501 and the procedures enumerated below.

District keys are issued to employees on an as needed basis. District personnel are authorized to receive and use District keys according to the conditions listed in this procedure. Employees are responsible for any and all keys issued to them. Employees shall not loan or duplicate District keys. For security and personal safety reasons, the transfer or re-assignment of any District key from one individual to another is strictly prohibited.

All keys issued by the West Kern Community College District remain the property of West Kern Community College District. District keys are subject to recall at any time as deemed necessary by the District Administration. Upon separation from the District, all keys must be returned to the Human Resources department.

If an issued key is lost or stolen, the employee shall report the loss to Maintenance & Operations immediately. The employee shall be responsible for any fees associated with re-keying of locks and/or replacement/duplication of original keys, including replacement/duplication for failure to return keys.

Issuance of electronic key cards for use of the electronic card readers shall be overseen by the Information Technology & Services department. Collection of electronic key cards and door keys will be overseen by Human Resources as follows:

1. Human Resources upon receiving the authorized key request from the Maintenance and Operations Department will maintain a copy of the form in the employee's official file.
2. When an employee is no longer authorized to have access to an electronic key card or door key(s) or has terminated employment the employee will return the key card and/or door keys(s) to Human Resources.
3. Human Resources will document that the key card and/or door key(s) has been returned on the key access form and retain the updated copy of the key access form in the employee file.
4. Human Resources will forward the door key(s) and a copy of the updated key access form to the Maintenance/Transportation Clerk.
5. Human Resources will notify Technology Services to disable the employee electronic card and destroy the card.
6. Human Resources will notify the Vice President of Student Services of any employees that are no longer employed or reassigned from buildings that contain alarm codes, (i.e. Dental Hygiene or Welding) to disable their building alarm codes and note the employee key access form to be held in the employee file

Key Request Procedure:

1. For new employees, the immediate supervisor completes the "Request for Key" forms.
2. For current employees who need additional keys, the employee must complete a "Request for Key" form and obtain all appropriate authorizing

signatures. "Request for Key" forms may be obtained from Human Resources, online under the Human Resources page, or from Maintenance & Operations.

3. Requests must be approved by the requestor's immediate supervisor and area Vice President, or Superintendent/President if supervisor.
4. Requests by faculty must be approved by their Division Chair and the Vice President of Instruction.
5. Fully executed "Request for Key" forms are to be submitted to the Director of Maintenance & Operations for final review and issuance of District keys.