**TITLE:**                                         Key Management

**RELATED POLICY
AND PROCEDURES:**               **4-8-1010 Campus Safety and Security**

**DIVISION OF RESPONSIBILITY:**        **Business and Finance**

| June 26, 2013 | November 15, 2022 | November 15, 2022 |
|---|---|---|
| **Date of Approval by President** | **Date of Last Review** | **Date of Last Revision** |

**Administrative Responsibilities**

It is the responsibility of the Campus Police and Security Director to review and revise this procedure.

**Procedures**

### A. Un-issued Keys

1. Keys will not be issued for exterior doors except in special circumstances where individuals are responsible for locking and unlocking exterior doors to conduct normal business, such as, the director of a county campus.

2. All un-issued keys of the College are maintained by the Director of Campus Police and Security in a locked area.

### B. Issued Keys

1. The Campus Police and Security Office maintains records of the keys issued for locks belonging to Piedmont Technical College.

2. An employee requiring a key will complete the [Key Request Form](#) (KRF-1), including the date, requesters name, job title, job description, department, full or part-time employment, BANNER number, key requested and the supervisor's original or electronic signature submitting the request.

3.  The Director of Campus Police and Security reviews all requests before the keys are issued.

4.  Keys should not be issued to adjunct faculty members except under rare circumstance excluding an office area assigned to the adjunct.

5.  No key is to be issued to departments or organizations except in rare occasions where the need is warranted.

6.  Each employee, department or organization signs a Key Agreement as employee form (EA-1), contractor form (CA-1), or security form (SA-1) before receiving a key which will explain the proper procedures in receiving and returning of key(s).

7.  The person issued the key accepts responsibility of the keys and agrees to take reasonable measures to protect them against theft and loss and must return the keys to the Campus Police and Security Office upon leaving the employment of Piedmont Technical College or moving to another area of the College when the key(s) are no longer required.

**C. Lost or Damaged Keys**

1.  If a key has been lost, stolen or misplaced a duplicate will be issued only after it has been reported to Campus Police and Security and the proper forms completed.

2.  Damaged keys are to be returned to Campus Police and Security for replacement.

**D. Returning Keys**

1.  Terminating employees are to return all keys by the last official day of employment or must be collected by their respective supervisor and returned by that supervisor to the Campus Police and Security Director for clearance of the employee's inventory before the clearance form signature is obtained from the Campus Police and Security Office.

2.  All keys found on the campus are to be turned into the Campus Police and Security Office.

3.  All persons issued keys are subject to inventory upon the request of the College President, the Director of Facilities Management or the Director of Campus Police and Security.

4.  Keys belonging to Piedmont Technical College are never to be duplicated by the holder of the key.

5.  When keys are no longer needed by the individuals' who the keys have been issued, they are to be returned to Campus Police and Security for receipt and should not be passed on to other people.

**E. Lost Keys**

1.  If an employee loses a key, the employee's department could be charged $50.00 per lock, up to $500.00 for replacement expenses.

2.  If an employee loses a second key, the employee could be charged $50.00 per lock, up to $500.00 for replacement expense.

3.  If an employee loses a third key, the employee loses the privilege of key assignment.

4.  Charges for lost keys will be determined by the Director of Campus Police if determined that lock replacement is needed to maintain college safety.

**F. Proximity Identification Cards**

1.  Proximity ID cards are used to access Radio Frequency Identification (RFID) access points throughout the college.

2.  Proximity ID cards may be issued to faculty and staff after completing the Key Request Form.

3.  The Director of Campus Police is responsible for managing the programming of proximity cards for essential access locations.

4.  After a card has been issued, access to additional areas must be requested using the [Key Request Form](#).

## G. Lost Proximity Identification Cards

1.  Lost or stolen proximity cards must be reported to the Campus Police Department immediately.

2.  Once a card has been reported lost or stolen, Campus Police will issue a second card, at no charge.

3.  If an employee loses a second proximity card within 1 year of it being issued, the employee's department could be charged $10 for replacement expenses.

4.  The employee is responsible for the $10 replacement expense should any additional cards be lost or stolen within 1 year from the second card being issued.

5.  Proximity cards must be turned in to Campus Police upon separation of employment.

## H. Damaged Proximity ID Cards

1.  Damaged or inoperable proximity identification cards must be returned to Campus Police.

2.  Any damaged or inoperable cards will be replaced at no cost to the employee or the employee's department.