Administrative Responsibilities
It is the responsibility of the Director of Public Safety to review and revise this procedure.

Procedures

A. Un-issued Keys

1. Keys will not be issued for exterior doors.

2. All un-issued keys of the college are maintained by the Director of Public Safety in a locked area.

B. Issued Keys

1. The Public Safety Office maintains records of the keys issued for locks belonging to Piedmont Technical College.

2. An employee requiring a key fills out 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 signature submitting the request.

3. The Public Safety Director 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 Public Safety 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 Public Safety and the proper forms completed.

2. Damaged keys are to be returned to Public Safety for replacement.

D. Returning Keys

1. When keys are returned by the person to whom they had been issued, a Receipt form RECF-1 stating the key has been returned, lost, destroyed, stolen, etc. will be given to the person.

2. 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 Director of Public Safety for clearance of the employee’s inventory before the clearance form signature is obtained from the Public Safety Office.

3. All keys found on the campus are to be turned into the Public Safety Office.

4. All persons issued keys are subject to inventory upon the request of the College President, the Director of Facilities Management or the Director of Public Safety.
5. Keys belonging to Piedmont Technical College are never to be duplicated by the holder of the key. When keys are no longer needed by the individuals’ who the keys have been issued they are to be returned to Public Safety 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 will be charged $50.00 per lock, up to $500.00 for replacement expenses.

2. If an employee loses a second key, the employee will pay the $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.