TITLE:	**Key Management**
PROCEDURE NUMBER:	**4-8-1010.1 Campus Safety and Security**
RELATED POLICY AND PROCEDURES:	**4-8-1010 Campus Safety and Security**
DIVISION OF RESPONSIBILITY:	**Business and Finance**
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July 26, 2013	**November 18, 2025**	**November 18, 2025**
Date Approved 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 reside 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. 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. . Employees separating from the institution must return all issued keys. This step must be completed before obtaining the clearance form signature to ensure proper inventory reconciliation.

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

5. Keys belonging to Piedmont Technical College are never to be duplicated by the holder of the key.
6. 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 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 $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