1.0 Access to Buildings and Key Control Objective and Responsibilities

Columbia Basin College ("CBC" or the "College") is committed to the health and safety of its students and staff and in maintaining a safe and efficient workplace where any special situations are managed with safety as a primary concern. Among these concerns is providing building security and minimizing potential loss or theft of property. This access to buildings and key control policy shall be administrated with that goal in mind and in a manner that balances security requirements, need for public access, and standardizes key systems to insure consistency and reduce maintenance costs.

1.1 This access to buildings and key control policy will be administrated by the Vice President of Administrative Services and the responsibility for managing the procedure aspects are identified below.

1.2 This policy addresses access to the buildings and the issuance and control of keys and electronic access cards to employees and non-employees for building entry door locks (mechanical and electrical) and building interior door locks (mechanical and electrical).

1.3 Access, prudent use and protection of assigned keys is the responsibility of the assigned key holder. Misuse or negligent use of keys shall be evaluated as cause for disciplinary and/or other action (e.g., limited access, relinquishment of keys) related to maintaining a safe and efficient workplace.

2.0 Access to Buildings

2.1 Employee access to buildings during the College's Hours of Operation schedule shall generally be through doors unlocked daily by Security, Plant Operations or by assigned key holders as appropriate. Buildings may remain open for extended hours for instruction of class, activities, events, or other operational needs.

    2.1.1 Extended access to locked buildings by employees for continued work is allowed for the assigned work area as appropriate, but not before 5:00 a.m. or after 10:00 p.m. daily. It is the employee's responsibility to maintain a safe and secure environment during the extended access.

        2.1.1.1 This limitation on extended access hours does not apply to Security, Plant Operations staff and others needing to perform maintenance or security duties, etc.

        2.1.1.2 An exception to this access may be requested on a case-by-case basis for special needs by petitioning the Vice President for Administrative Services.

2.2 <u>Children In The Workplace</u>. Children of employees are not permitted in the work environment as a substitute to child care. Non-enrolled children are not allowed in any active classroom setting at the College, unless the child is a scheduled part of the curriculum, or are enrolled in the College's Early Childhood Education programs. See CBC's Children In The Workplace Policy and CBC's Unauthorized Classroom & Campus Visitors Policy.

2.3 <u>Animals</u>.   No person will be permitted to bring any animal upon properties owned or controlled by CBC unless such animal is a 1) service animal, 2) an event which animals are participants, and/or 3) when animals are part of an academic program. A service animal defined by the ADA means in part "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." See WAC 132S-200-110. Animal Control on Campus.

2.4 <u>Campus Activities – First Amendment</u>. First Amendment activities include types of constitutionally protected assemblies to share information, perspective or viewpoints. See WAC 132S-400-115. Use of Facilities. Buildings are not identified as open public forum areas. See WAC 132S-400-115(12) for the outdoor location designation.

3.0 Authorization and Issuance of Keys

3.1 <u>Production and Lock Smithing</u>: All keys issued under this policy shall be produced by the Security Department. Distribution of campus keys will be overseen by the Campus Safety & Security Supervisor. Reproduction of keys with a third-party locksmith, hardware store or other by any employee, assigned key holder or non-employed personnel is not authorized.

3.2 <u>Required Approvals for Key Access</u>

3.2.1 <u>Grand master</u>. Issuance of grand master keys must be approved by the President of the College or Vice President of Administrative Services.

3.2.2 <u>Campus master</u>. Issuance of campus master keys must be approved by the President of the College or Vice President of Administrative Services.

3.2.3 <u>Building master</u>. Issuance of building master keys must be on recommendation of the respective supervising administrator to Security, who will seek final approval of the Vice President of Administrative Services.

3.2.4 <u>Non-master keys</u>. Non-master keys grant access to particular areas within a building or work area. Issuance of non-master keys is approved by the appropriate supervisor.

3.2.5 <u>Furniture and department use keys</u>. Supervisor of the work area provides keys to office furniture, hutches, and utility or file cabinets.

3.3 Keys shall be issued on a "need" basis and as authorized under this policy. Keys are considered business equipment necessary to complete assigned duties. General guidelines for determining the need for keys include the following:

3.3.1 Keys to CBC facilities may be assigned only to individuals with an official CBC affiliation (e.g., employees, contractors/vendors, tenants).

3.3.2 No individual shall possess a CBC key that has not been appropriately issued under this procedure.

3.3.3 No CBC key shall be loaned to an individual not authorized to use CBC keys.

3.3.4   No CBC key shall be used for any purpose other than to operate locks.

3.3.5   A key inventory database will be maintained by the Security Department using information provided by the Key Request e-form.

3.4   <u>Authorization</u> for issuing keys will generally be assigned as follows:

3.4.1   <u>Employees</u>. Keys issued to employees shall be produced and issued only upon the proper completion of the Key Request e-form located at www.columbiabasin.edu by a Supervisor and submitted electronically. Prior to issuance, the employee must pay a $5.00 deposit to the Cashier and show the receipt to the Campus Security Officer.

3.4.1.1   An additional Key Request e-form shall be used for subsequent key requests.

3.4.1.2   Keys shall not be transferred from the authorized key holder of record to another person.

3.4.1.3   Department directors/supervisors will be responsible for reclaiming keys from separating employees to doors and equipment for that assigned building, delivering keys consistent with the department's protocols, and for keeping a record of utility/furniture keys issued in assigned building.

3.4.2   <u>Non-employed personnel</u>. For keys issued on a temporary basis to vendors, contractors, or other non-employed personnel, the authorized representative is the Director for Plant Operations or designee.

3.4.2.1   Plant Operations Director will be responsible for reclaiming keys from contractors, vendors and/or service agents to doors and equipment.

3.4.2.2   Before keys may be issued to contractors, vendors, and/or service agents, CBC shall require a signed document acknowledging company financial responsibility for all rekeying that must be done to restore security due to keys lost or not returned.

3.4.2.3   Keys shall not be transferred from the authorized key holder of record to another person.

4.0   Electronic Access Cards and FOBs

It is recognized that electronic access is the preferred keying system. Electronic access cards and FOBs provide better efficiency, effectiveness, security and cost control than traditional keying systems. CBC construction standards shall reflect this as a priority in future buildings and major renovations.

4.1   Approvals for issuance of electronic access cards shall follow Section 3.

4.2   To facilitate the assignment of an access card to an employee, the steps in Section 3.4.1 must be completed. Thereafter, the photo of the employee must be taken at the Human Resources Office and affixed to an access key card. The Human Resources Office will provide the card to the Security Office for programming and assignment to the employee. The key holder shall pick up the activated card at the Security Office.

4.3   To facilitate the assignment of a FOB to an employee, the Steps in 3.4.1 must be completed. Thereafter, the key holder shall pick up the activated FOB in the Security Office.

5.0   Lost or Stolen Keys & Electronic Access Cards

The loss of a key compromises the security of every door it accesses and exposes contained property to theft and/or vandalism. As such, College key holders are directed under this procedure to immediately report lost or stolen keys to the Security Office. Failure to promptly report a lost or stolen key may be cause for disciplinary action.

5.1   Reissuance of a lost or stolen key.

5.2   The employee is responsible for costs for replacement of a lost or stolen key, including electronic access cards. The department budget of the employee's assigned area may also be charged additional costs such as cost of production, cylinder repining of all cylinders compromised by the key loss (e.g. if the lost key was a building master key then all building cylinders are compromised), and labor.

5.3   If the responsible Security Officer determines that the key was lost in such a manner that it is unlikely the key could be used to gain access to the locks affected, the Vice President for Administrative Services may waive the requirement to rekey all of the locks affected by the lost key.

6.0   Return of Keys & Removal of Electronic Access

6.1   When an employee's separation or transfer is announced, a notice of separation will be issued to appropriate internal departments by the Human Resources Office, including Security for removal of electronic access. The responsible supervisor shall direct the separating employee to return all keys to the Security Office. Keys shall be reprocessed by the Security Office.

6.2   Intercampus or U.S. mail will not be used to return keys. Keys are to be delivered personally to the Security Office. A receipt for returned keys will be issued.

6.3   Keys or electronic access cards issued on a temporary basis shall be returned by the due date determined at issuance. A delinquent key fee shall be charged to the responsible department budget and shall be the same as for lost or stolen keys. The fee may be credited at the sole discretion of the Vice President for Administrative Services if the key(s) is subsequently returned.

6.4   If a former employee fails to return an assigned key, an "irretrievable" key fee will be assessed that reflects the cost of required rekeying and/or the value of the key itself. The former employee may elect to have the amount withheld from their final paycheck or leave cash-out. Failure to pay the assessed amount within a prescribed time will be considered failure to pay and remanded to a collections agency.