ACCESS TO BUILDINGS AND KEY CONTROL

Administrative Services
Policy Number: 4130

1.0 PURPOSE

Columbia Basin College ("CBC" or the "College") is committed to maintaining a safe and secure learning and workplace environment for its students, employees, and visitors. This Access to Buildings and Key Control Policy shall be administered with safety and security as the primary objective in a manner that balances security and policy requirements, need for public access, and standardized key control systems to ensure consistency and reduce maintenance costs.

This policy addresses access to buildings and the issuance and control of keys, including electronic keys, to employees and non-employees (e.g., contractors, vendors, tenants) for building exterior and interior door locks (mechanical and electrical).

2.0 AUTHORITY & SCOPE

2.1 **Authority:** RCW 28B.50.140

2.2 **Scope:** All employees and non-employees with access to CBC keys, including electronic keys.

3.0 DEFINITIONS

3.1 <u>Electronic Key</u> means an electronic code, access card or fob used in place of a traditional metal key to unlock or lock a door.

4.0 PROCEDURE

4.1 **Access to Buildings**

4.1.1 Employee access to buildings during the College's hours of operation schedule shall generally be through doors unlocked daily by Campus Security, Facilities Services or by assigned key holders as appropriate. Buildings may remain open for extended hours for instruction, activities, events, or other operational needs;

4.1.2 Extended access to locked buildings by employees for continued work after regular CBC business hours is allowed for the assigned work area as appropriate, but not before 5:00 a.m. or after 11:00 p.m. daily;

4.1.3 The access limitation described above does not apply to Campus Security, Facilities Services, or Technology Services staff and others authorized by the Vice President for Administrative Services or designee who require access to perform security, custodial, maintenance, or operational duties;

4.1.4 An exception to the access limitation may be requested on an individualized case-by-case basis when essential for the performance of work duties by submitting a request to the Vice President for Administrative Services;

4.1.5 The following are minimum safety and security requirements for individuals with access to locked buildings:

    4.1.5.1 Ensure that doors close behind you. Do not prop open any door that provides access to the building;

    4.1.5.2 Carry valid photo identification, such as a CBC employee identification card or drivers' license;

    4.1.5.3 Campus Security may verify the identity of any person present in a CBC building by requesting photo identification such as a CBC employee identification card or valid drivers' license. Individuals unable to show valid photo identification may be required by Campus Security to leave the building. Employees may obtain a CBC employee identification card by contacting the Human Resources Office; and

    4.1.5.4 Maintain responsibility for any person to whom you grant access to the building.

4.2 Authorization and Issuance of Keys

    4.2.1 Production and Locksmithing

    All keys issued under this Policy shall be produced by Campus Security. Distribution of campus keys will be overseen by the Director for Campus Security & Emergency Management. Reproduction of keys with a third-party locksmith, hardware store or other by any employee, assigned key holder or non-employed personnel is prohibited.

    4.2.2 Required Authorization for Key Access

    Access to campus door locks are approved by the President, Vice President for Administrative Services or designee as described below.

        4.2.2.1 Grand Master

        Overall master of the proprietary CBC key system. Issuance of grand master keys, which allow access to all campus door locks must be approved by the President, Vice President for Administrative Services or designee.

        4.2.2.2 Campus Master

        Master keys specific to Pasco or Richland campus. Issuance of campus master keys, which allow access to most campus door locks, must be approved by the President, Vice President for Administrative Services or designee.

4.2.2.3 Building Master
Building master keys, which allow access to most door locks in a particular building, are issued by recommendation of the supervising administrator to Campus Security, subject to approval by the Vice President for Administrative Services or designee.

4.2.2.4 Exterior Door Keys
Non-master keys for exterior doors with electronic locks must be approved by the President, Vice President for Administrative Services or designee.

4.2.2.5 <u>Non-Master Keys</u>
Non-master keys grant access to particular areas within a building or work area, (e.g., classrooms or offices). Issuance of non-master keys is approved by the responsible supervisor.

4.2.2.6 Green Core Keys
Green Core keys for temporary access to a construction project must be approved by the Vice President for Administrative Services or the Assistant Vice President for Campus Operations.

4.2.2.7 Furniture and Department use Keys
The responsible work area supervisor provides keys to office furniture, hutches, and utility or file cabinets.

4.2.3 Key Issuance
All CBC keys, including electronic keys, shall be issued on a need basis and as authorized under this Policy. Keys are considered business equipment necessary to complete assigned duties. The holder of a key to any College facility assumes responsibility for the safekeeping of the key(s) and its use. Misuse or negligent use of keys shall be evaluated as cause for disciplinary action up to and including dismissal. Issuance of keys are subject to the following:

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

4.2.3.2 No individual shall possess a CBC key that has not been appropriately issued under this Policy;

4.2.3.3 No CBC key shall be loaned to any other person;

4.2.3.4 Keys must not be marked in any way that indicates the locks or door(s) that the key opens or marked to obscure the key numbers;

4.2.3.5 To prevent damage, CBC keys must not be used for any purpose other than to operate locks;

4.2.3.6 Campus Security will maintain a key inventory database of all non-furniture and department use keys issued using information provided by the requester on the Key Request e-form.

4.2.4 **Discontinuation and Reimbursement of $5.00 per Key Deposit**

4.2.4.1 The previously required $5.00 per key deposit is discontinued; and

4.2.4.2 Employees who paid the previously required $5.00 per key deposit will be reimbursed by the Accounting Services Office for each key recorded by Campus Security as having been issued to the employee and shown to Campus Security to be in the employee's possession. Campus Security will provide written confirmation of the total reimbursement amount which the employee may present to the Accounting Services Office for reimbursement.

4.2.5 **Authorization for Issuing Keys to Employees**
Keys issued to employees shall be produced and issued only upon the proper completion and submission of the Key Request e-Form by a Supervisor.

4.2.5.1 An additional Key Request e-Form shall be used for subsequent key requests;

4.2.5.2 Keys shall not be transferred from the authorized key holder of record to another person; and

4.2.5.3 Supervisors will be responsible for delivering and keeping a record of utility, equipment and/or furniture keys issued in their area(s) of responsibility, and ensuring return of those keys by transferring or separating employees.

4.2.6 **Authorization for Issuing Keys to Non-CBC Employees**
Keys may be issued on a temporary basis to vendors, contractors, or tenants in accordance with the following;

4.2.6.1 Prior to issuing CBC keys to a non-CBC employee, the department supervisor must provide written notification to the

non-CBC employee of the requirements for access to buildings, authorization, issuance and return of CBC keys as described in this Policy. The non-CBC employer is responsible for the cost of all rekeying required to restore CBC campus security due to lost or unreturned keys;

4.2.6.2 The department supervisor must provide a written request to Campus Security for keys issued on a temporary basis to non-CBC employees subject to the Required Authorization for Key Access described above. The written request must include an acknowledgement of the requester's responsibility to notify the non-CBC employee of this Policy, and the expected key check-out and return dates. The expected key check-out and return dates may be amended in writing, as needed, by the responsible supervisor;

4.2.6.3 Campus Security will require the non-CBC employee to provide valid photo identification to sign out and return the temporarily issued key;

4.2.6.4 Keys shall not be transferred from the authorized non-CBC employee key holder of record to another person;

4.2.6.5 All keys must be returned to the Campus Security Office by the expected return date indicated on the key request, or sooner, as appropriate; and

4.2.6.6 Campus Security will notify the department supervisor for follow-up with the non-CBC employee of any keys that have not been returned.

4.2.7 **Electronic Keys - Access Cards and Fobs**
It is recognized that electronic access is the preferred keying system. Electronic Keys 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.

4.2.7.1 The Campus Security Office will issue Electronic Keys as authorized by this Policy; and

4.2.7.2 Electronic Keys must be used only by the employee for whom they have been issued and must not be shared with or loaned to any other person.

4.3   Lost or Stolen Keys & Electronic Keys
The loss of a key compromises the security of every area it accesses and exposes property to theft and/or vandalism. As such, keys must not be copied, loaned, or left unattended. College key holders are directed under this Policy to immediately report lost or stolen keys to the Campus Security Office by calling 509-542-4777 (extension 7777), or emailing campussecurity@columbiabasin.edu. Failure to promptly report a lost or stolen key may be cause for disciplinary action.

4.3.1   The employee is responsible for replacement costs of a lost or stolen key, including Electronic Keys. The department budget of the employee's assigned area may also be charged additional costs such as the 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.

4.3.2   The Director for Campus Security & Emergency Management will notify the Vice President for Administrative Services if it is determined 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.

4.3.3   Return of Keys & Removal of Electronic Access
   4.3.3.1   When an employee's separation or transfer is announced, a notice of separation will be issued by the Human Resources Office to appropriate internal departments, including Campus Security, for removal of electronic access;

   4.3.3.2   Separating employees must return all keys to the Campus Security Office, or in cases of termination, to the administrator conducting the employee termination;

   4.3.3.3   Employees transferring to another department or work space within the College are responsible for returning all keys that are unnecessary for performance of their new job duties to the Campus Security Office by the last date in their previous position;

   4.3.3.4   Employees who paid the previously required $5.00 deposit per key will be reimbursed by the Cashier/Accounting Office or the administrator conducting the termination the amount of the deposit paid for each issued key returned at the end of their employment or transfer to another department or work space, provided they had not previously been reimbursed as provided above in this Policy.

4.3.3.5   Intercampus or U.S. mail will not be used to return keys. Keys are to be delivered in person to the Campus Security Office. A receipt for returned keys will be issued;

4.3.3.6   All keys, including Electronic Keys, issued on a temporary basis shall be returned by the expected return 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 and a lock change has not already been made. Intentionally withholding of a CBC key may also result in disciplinary action up to and including dismissal or referral to law enforcement; and

4.3.3.7   If a transferring or separating employee fails to return an assigned key by close of business on the last date of employment in their department, a fee may be assessed that reflects the cost of required rekeying and/or the value of the key itself. The Campus Security Office will notify the individual of the assessed fee. Outstanding balances owed to the College may be referred to a collection agency.

4.4   Audit
The Campus Security Office will conduct annual key issuance and control audits to ensure that employees have been issued the appropriate level of key access and to confirm the accuracy of the College's key inventory.

5.0 FORMS & OTHER RESOURCES
5.1 [Campus Security & Safety](): Pasco Campus 509-542-7777, ext. 7777; Richland Campus 509-539-8167, ext. 4021
5.2 Office of the Vice President for Administrative Services, 509-542-5546, ext. 2346

6.0 HISTORY & POLICY CONTACT
6.1 Originated: 09/1982
6.2 Revised: 11/1994, 06/1998, 03/2006, 01/2017, 09/2023
6.3 Proposal Date: 09/26/2023
6.4 Promulgation Date: 10/16/2023
6.5 Responsible Administrator: Vice President for Administrative Services