

Mesa Community College (MCC) Badge/Key Access Card Policy and Request Procedures

Policy

The Mesa Community College Executive Vice President of Administration is authorized to establish and administer policy and procedures, in order to provide physical security for all MCC facilities and its occupants. The MCC College Police, with assistance of the IT System Specialist has been designated to administer Key and Badge Access.

This Key/Badge Access Policy and Procedure will apply to all MCC Campuses, Dobson, Red Mountain, Downtown Center and the Vet Tech Building.

The MCC College Police and IT System Specialist will be responsible for the control of Key/Badge Access. This includes the issuing of keys, badge access and lock change authorizations.

Key/Badge Access will be issued based on job duties and need to access a certain area(s).

MCC Campuses are closed from the hours of 11:00pm to 6:00am. If access is required by an MCC employee during these hours, permission is required from a Department Chair/Supervisor or higher. If approved, the supervisor will send an email to College Police indicating the employees name, date and time they will be on campus during the hours of campus closure.

- If picking up a vehicle for travel or returning during these hours, no permission is needed from a supervisor.
- If approved, the employee must call MCC College Police when they arrive and when they leave at 480-461-7046.
- Certain MCC Departments have established operating hours outside the closure hours of the MCC Campuses. These individuals are authorized to be on campus during closure hours.

Under no circumstances will the employee give or lend their Key/Badge Access to another individual.

- At no time should Keys/Access Badges be unsecured or left attended.
- Lost or Stolen Keys/Access Badges must be reported immediately to MCC College Police.
- Replacement request for lost/stolen keys or access badges require the requestor to first file a report with MCC College Police.
- Damaged keys require a new key request form be filled out. The damaged key will be returned to College Police once the new key is delivered to the requestor.

Badge Access

Under the authority of MCC College Police the IT System Specialist will grant access through the automatic card access system once approved.

If requesting badge access, the requestor should contact their Department Administration Specialist with their badge identification number. If approved by the Chair or Department

Supervisor, the Administration Specialist is able to send the information directly to the IT System Specialist, who will update the door access system.

Once the employee no longer needs access to the areas of authorization, the Administration Specialist will send that information to the IT System Specialist, who will deactivate access to those areas within the door access system.

Vendor Badge Access

Requestor will fill out a paper Badge/Key Access Request form, which is found on the MCC College Police website. The requestor (if not the supervisor) will have their supervisor sign the form, then send the form through email to the MCC Police Commander. If approved, the form will be sent to the IT Specialist, who will grant access to the requested area. Vendor Badge Access may also be approved by the Vice President of Administration.

Key Access

No key will be issued if electronic door access is available for the door(s) requested. The IT System Specialist will maintain a database of keys issued and turned in.

No individual may use personal locking devices, nor may locks be changed on any MCC owned property without the approval of the MCC College Police Commander or their designee. Unauthorized locking devices will be removed.

- Any damage to MCC property will be the responsibility of the department and or the individual found in violation of this policy.

Keys to MCC owned cabinets, lockers, desks, drawers, etc., are not covered under this policy. The Maintenance and Operations department is responsible for issuing keys for those items.

- Media Services will be responsible for media cabinets keys and locks attached to media devices.
- The issuance, control and recovery of these keys shall be the responsibility of the Academic Chair or Administrative Supervisor.

Key Request

The requestor will be directed to the MCC College Police website to fill out the electronic key request form. This form will automatically be directed to the Chair or supervisor of that department. Upon approval by that individual, the form is directed to the IT System Specialist, then College Police.

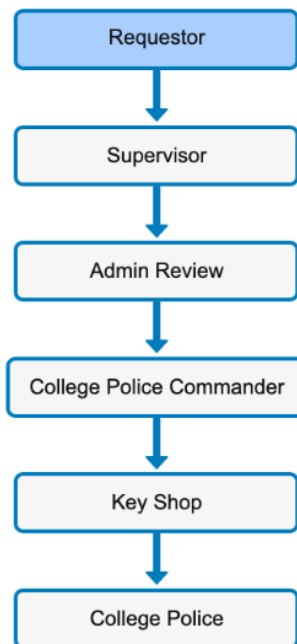
Once this process has been completed, the form will be sent to the locksmiths at M&O. M&O will make the key(s), then send the key to the College Police office (MCC Dobson, MCC Red Mountain or MCC Downtown Center) to be issued.

The requestor will be contacted to respond to the College Police office and sign for the key electronically.

Key Request for Vendors

Requestor will fill out a paper Key Request form, which is found on the MCC College Police website. The requestor (if they are not the supervisor) will have their supervisor sign the form, then send the form through email to the MCC Police Commander. If approved, the form will be sent to the IT Specialist, who will forward the form to M&O. Once the key is made, the key will be given to College Police and the requestor will respond to the appropriate College Police office to sign for the key. Vendor badge access may also be approved by the Vice President of Administration.

Key Request Flow Chart



Lock Change Procedures

A request for a lock change will follow the same procedure above for a key request.

Appeal Process

To appeal the decision of a badge/key access denial, the following process will be followed. The requestor or Chair/Supervisor will further explain the need for the requestor to have the Key/Badge access for that area.

If the request is denied again, the Chair/Supervisor may appeal the decision to the MCC Vice President of Administration. If denied, the decision is final and the requestor will not be issued the Badge/Key Access.