MCC Public Safety Key and Access Control Procedure

1.0 PURPOSE AND SCOPE
1.1 MCC will maintain a secure access control system for the protection of students, faculty, facilities and property. The college will attempt to responsibly balance the concern for employee safety, security and access to College facilities during non-working hours.

2.0 LOCK SYSTEM DEFINED
2.1 The MCC lock system will include the following; keys, door locks, pad locks and access control devices. All of the above components are property of MCC.

3.0 ADMINISTRATION OF THE LOCKING SYSTEM
3.1 The Vice President of Administration is authorized to establish and administer regulations and procedures in order to provide physical security for all MCC facilities and its occupants. The administration of key access control and the keeping of its records will be delegated to the office of MCC Public Safety.

4.0 CONTROL OF LOCKING DEVICES
4.1 The office of MCC Public Safety will be responsible for the control of key and card access. This includes the issuing of keys, card access, key issuance record keeping and lock change authorizations.
4.2 Under the authority of MCC Public Safety the MCC Key Shop will cut keys, change locks and maintain the lock systems components.
4.3 No individual may use personal locking devices, nor may locks be changed, without the approval of the Director of MCC Public Safety. Unauthorized locking devices will be removed. Any damage to property will be the responsibility of the department and/or individual found in violation.
4.4 Keys to MCC owned cabinets, lockers, desks, drawers, etc. are not covered under this policy. Maintenance and Operations are responsible for issuing keys for cabinets, desks and file cabinets. Media Services will be responsible for media cabinet keys and locks attached to media devices. The issuance, control and recovery of these keys shall be the responsibility of the Academic or Administrative Department Chair.

5.0 KEY AND ACCESS REQUESTING AND ISSUANCE ELEGIBILITY
5.1 Executive Officers, Deans, Department Chairs or their specific designees are the only personnel authorized to make requests for keys, card access or lock changes within their departments. All authorized personnel should carefully consider requests before making a formal request. This will help insure the safety of our students, staff, facilities and property.
Key/Access Request and Lock Change Forms are available online at www.mc.maricopa.edu/collegesafety.

5.2 In no case is a Key/Access Request Form allowed to be signed/authorized by the same person requesting the keys or card access. Department Chairs must have their supervisor fill out the form.

5.3 Full time board approved employees can be issued keys or card access for daily use. This will include
• A key to a single entry point in the building where their office is located.
• A key to their office.
• A key to their classroom(s).

5.4 Part time or adjunct faculty employees may be issued key(s) upon special request by the Department Chair. The Department Chair will be responsible for any key(s) assigned to part time faculty/employee.

5.5 Department master keys will only be issued to Dean of Instruction, Department Chairs and their department secretaries. No other department employee will be issued a master key.

5.6 No person shall be issued multiple keys for the same area.

5.7 Keys or access cards will not be issued to students under any circumstances unless approved by the Director of MCC Public Safety.

6.0 Approval or Denial of Request

6.1 The Office of MCC Public Safety will verify the requestor’s authority to make a request and verify all information on the form. The Director of MCC Public Safety will make the final approval. Delivery of keys and card access will take approximately one workweek from date of Key/Access Request and Lock Change Form submission.

6.2 If the request is denied by MCC Public Safety a Key/Access Denial Letter will be sent to the Department Chair via inter campus mail and/or email. The reason will be indicated in the letter. If the denial is supported by the Department Chair the process is terminated. The Department Chair may appeal the denial based on further justification if they choose. The appeal must be made with the Director of Public Safety. This can be done by filling out a Key/Access Denial Appeal Form. All Department Chairs can obtain a copy of this form online at www.mc.maricopa.edu/collegesafety.

7.0 Obtaining a Key or Card Access

7.1 An email will be sent to the Department Chair as well as the recipient. Instructions on how, where and what times they can pick up the keys will be provided.

7.2 All keys will be picked up and signed for by the individual named on the Key Request Form at the MCC Public Safety Office. Under special circumstances a liaison from MCC Public Safety may deliver the keys to an employee.

7.3 The person receiving the keys must have an MCC employee badge and/or valid state issued ID.
7.4 **Department Chairs or designees may not** pick up a key or card for the recipient. **There are no exceptions.**

7.5 **Employees using their MCC employee badge can obtain card access. Areas specified on the Key/Access Request Form are the only areas that will be granted access. Only after the employee reports to the MCC Public Safety Office and signs the Key/Card Access Use and Responsibility portion of the form will the card be programmed into the system for use.**

8.0 **KEY/CARD ACCESS USE AND RESPONSIBILITY**

8.1 **The employee understands that the use of MCC keys and employee badges is a privilege and not a right. MCC reserves the absolute right within its discretion to recall keys or identification cards without warning.**

8.2 **All faculty and staff are required to notify Public Safety at 461-7046 each time they enter any college facility after hours.**

**Campus Hours:**
Monday – Friday: 5:30AM–11:00PM
Saturday: 7:00AM-5:00PM
The campus is closed on Sundays on holidays.

Faculty and staff who violate this procedure will be asked to return their building key(s) or access card.

8.3 **MCC employees are personally responsible for how their issued keys and employee badges are used and they are responsible for the safe return of this property. Employees issued keys and employee badges acknowledge that they may only be used in the performance of their assigned duties and responsibilities. Misuse or abuse of access privileges may result in forfeiture of said privileges and disciplinary may be taken against the employee.**

8.4 **Under no circumstances will the recipient give, lend or borrow MCC keys or employee badges. If you witness this practice please report this to the MCC Public Safety Office immediately.**

8.5 **It is the employee’s responsibility to keep their keys and employee badges secure and at no time should they be left unattended.**

9.0 **RETURN OF KEYS AND EMPLOYEE BADGES**

9.1 **All keys and employee badges must be surrendered to the Office of MCC Public Safety upon transfer, termination or end of contract within 3 days of vacating the space. If an area is vacated but you are still an active employee you may keep your employee badge. The employee, Dean of Instruction or Department Chair must notify MCC Public Safety that you no longer need access the secure area.**

9.2 **Keys and employee badges must be surrendered immediately upon request of the Vice President of Administration, Director of MCC Public Safety or an MCC Police Officer.**

9.3 **Keys will not be transferred between individuals. Reissuance of a key to another employee will only be at the discretion of MCC Public Safety following established procedure.**

9.4 **Failure to follow these procedures could result in the replacement cost of the access hardware and/or the cost of the lock(s) being deducted from the employee’s paycheck.**
10.0 LOST OR DAMAGED KEYS AND CARDS

10.1 The loss or suspected loss of any key or employee badge must be reported to the Office of MCC Public Safety immediately. A report with an MCC Public Safety Officer must also be filed so that an investigation can be initiated.

10.2 Any damaged key or employee badge must be reported to the Office of MCC Public Safety and turned in at that time.

10.3 MCC Public Safety will investigate each reported incident to determine if the employee is responsible for the loss or damage of keys, employee badge, lock or access control device.

10.4 If the employee is not responsible for the damage, no charges will be issued.

10.5 If it is determined that the employee is responsible for the loss or damage of a key or employee badge the cost is as follows;

- $5.00 per key.
- $10.00 for the cost for each lock that has to be re-pinned. This charge also includes reissuing keys to all employees affected. ($500.00 maximum charge per building)
- $10.00 for employee badges when they have access to buildings.
- All other costs will be assessed per item.

10.6 A bill will be given to the employee from the Office of Public Safety and copies will be sent to the Department Chair and to the Vice President of Administration. Payment for keys, employee badge and hardware will be made to the Cashiers Office. New keys and employee badge will only be issued with a receipt from the Cashiers Office that the balance has been paid or a payment plan established.

10.7 Charges for keys, locks, employee badges and re-keying may be appealed to the Director of MCC Public Safety.

11.0 MALFUNCTIONING EQUIPMENT

11.1 Malfunctioning keys, employee badge, locks or access control devices must be reported immediately to MCC Public Safety. Any delay in reporting places the safety of our students, staff, facilities and property at risk.

12.0 DUPLICATION OF KEYS

12.1 The duplication of keys by anyone other than MCC locksmith under the direction of MCC Public Safety is prohibited. Any employee caught attempting to duplicate keys may be terminated.

13.0 INVENTORY

13.1 An inventory of all distributed keys will be conducted annually. The departments will be given a list of individuals and their assigned keys as well as areas that have card access. Each Department Chair will be required to certify the accuracy of the list and report directly to the Office of MCC Public Safety. All discrepancies will require written explanation.