



Procedure Number: CS 201
Procedure Title: Door Key Issue and Building Access Control
Relevant Board Policy:
Relevant SACSCOC Principle:
Originating Unit: College Services
Maintenance Unit: College Services
Contact for Interpretation: Vice President of College Services

- I. Purpose: To establish the responsibilities and guidelines associated with keys and electronic locks. Northeast Lakeview College (NLC) will only authorize physical keys and electronic badge access when necessary.

This procedure addresses facilities keys and does not address auxiliary keys such as file cabinets, desk drawers, lockers, or vehicle keys.

Definitions:

Key: A physical device utilized to grant access.

Fob: A small security device that when used in conjunction with the assigned code can be used to grant access.

Identification Badge: A physical identification badge with programmable access. Identification Badges are required to be on the person of all full-time and part-time NLC employees while working.

Proximity Access Lock: A magnetic door lock requiring an ID badge to obtain access. Proximity Access Locks are assigned unique identifier codes by building and door.

Computer Managed Door Lock: An electromechanical lock requiring a fob and access code to obtain access. Access can also be granted with correct physical key.

Key Request Form: The form utilized by employees and contractors to request physical keys to access NLC spaces.

Building Access Control Form: The form utilized by employees and contractors to request identification badge access to NLC spaces.

Contractor Identification Badge: A physical identification badge utilized by contractors for access to electronic doors. NLC contractors are required to utilize contractor keys or contractor identification badges for authorized access to NLC spaces.

Contractor Key: A physical key authorized for contractor use. NLC contractors are required to utilize contractor keys or contractor identification badges for authorized access to NLC spaces.

- II. Procedure statement:

In order to reduce risks, keys and access are limited and restricted based on personnel's position and job duties. Issuance of keys and access should only be made upon completion of correct forms with all necessary authorization signatures. Keys can be assumed and access restricted as determined by administration.

- A. Employees or contractors requesting access to Proximity Access Lock must submit a "Building Access Control Form" specifying areas requested to College Services. The "Building Access Control Form" is available on the NLC SharePoint College Services page under "Forms" or can be found by contacting the College Services Administrative Assistant.
 1. Employee requests must be reviewed and approved by employee's Supervisor, Dean (where applicable) and the Vice President of College Services
 2. Contractor access requests are reviewed and approved by the department coordinating vendor access and the Vice President of College Services
 3. Approved access requests are submitted by College Services to the Alamo Colleges District Police Department to enable access.

- B. Employees or contractors requesting physical keys must submit a "Key Request Form" specifying keys requested to College Services. The "Key Request Form" is available on the NLC SharePoint College Services page under "Forms" or can be found by contacting the College Services Administrative Assistant.
 1. Employees key request must be reviewed and approved by the following:
 - a. Individual Room Key Request requires Department Chairperson or Director approval
 - b. Department Master Key Request requires Dean and College Vice-President approval
 - c. Building Master Key Request requires presiding Vice-President, Vice-President of College Services, and College President approval. The issuance of this key shall be restricted to those with a valid "need-to-have" justification.
 - d. Campus Grand Master Key Request requires College President approval. The issuance of this key shall be severely restricted.
 2. Contractor key requests must be reviewed and approved by department coordinating vendor access and the Vice President of College Services.
 3. Approved key requests are submitted by College Services to the Facilities Department to provide key(s).
 - a. After facilities vendor cuts key(s), facilities will issue to College Services
 - b. College Services will issue keys to requesting employee or

contractor only. The College Services Department will maintain key records.

4. Duplication of any Alamo Colleges District/ Northeast Lakeview College key is strictly prohibited.
- C. Employees or contractors requesting a key fob or access to a Computer Managed Door Lock must submit a “Key Request Form” specifying requested location(s) to College Services. The “Key Request Form” is available on the NLC SharePoint College Services page under “Forms” or can be found by contacting the College Services Administrative Assistant.
1. It should be clearly noted under “key number” whether a “new fob” or “additional access” is being requested.
 - a. If employee is requesting additional access, the employees 4 digit fob code should be clearly included on the form under “key number”.
 2. Employee request must be reviewed and approved by the Dean and College Vice-President
 3. Contractor key request must be reviewed and approved by the department coordinating vendor access and the Vice President of College Services.
 4. Approved requests are submitted by College Services to the Facilities Department to provide fob or additional access.
 - a. “New Fob”
 - After new fobs are programmed by facilities vendor, facilities will issue to College Services.
 - College Services will issue fob to requesting employee or contractor only. The College Services Department will maintain key records.
 - b. “Additional Access”
 - If additional access was requested, Facilities vendor will program lock with provided code and notify Facilities. Facilities will notify College Services.
 - College Services will notify requestor once complete.
- D. If an employee or contractor is requesting a replacement for broken or defective key or fob, the original key or fob must be included with the request.
- E. If an employee or contractor is requesting a replacement for a lost or stolen key, an Alamo Colleges Police Department report should be included with the request.
1. Employees and contractors must report lost or stolen identification badges and keys to the Alamo Colleges District Police Department within 24 hours of loss/theft to ensure a report is generated.

2. Employees and contractors must report lost or stolen identification badges and keys to the Director of College Services and College Risk Management via email within 24 hours of loss/theft to ensure security impact is assessed.
- F. Individuals issued keys are responsible for safeguarding the keys.
1. If the key is lost, the individual may be required to pay a lost key fee. If a master key is lost, the responsible person may be required to pay for the cost of new keys and for changing the cylinders of all doors affected. Cost for key replacements are as follows:
 - a. Individual room key \$3.00
 - b. Master Key \$10.00
 - c. Each core lock replaced \$5.00
 2. Payment as a result of lost key(s) can be made in person, at the College's Business Office, or online in the Alamo Colleges District Marketplace Mall.
 - a. To pay in person
 - Go to the College's Business Office
 - Complete a "Deposit Form"
 - b. To pay online
 - Go to the Alamo Colleges District Marketplace Mall
 - Select "ACD Business Offices"
 - Select "District Business Office"
 - Select "Reimbursement of Equipment – District"
 - c. If payment is required as a result of lost key(s) a receipt will be required before a new key can be issued.
- G. When an individual who has been issued keys leaves NLC employment, the assigned department is responsible for ensuring that the individual returns the keys/badges to the College Services department.
1. Identification badges are submitted to the College Services department immediately upon employment termination or transfer to another ACCD entity. College Services will coordinate access removal and submit the identification badge to the Alamo Colleges District Police Department once access removal is verified.
 2. Physical keys are submitted to the College Services department immediately upon employment termination or transfer to another ACCD entity.

- a. Should an NLC employee leave their current position for another position within NLC, the employee is required to return their keys to the College Services department and request new keys based on their new position and job duties.
- 3. Failure to return issued keys may result in the department being charged with the cost of re-keying.
- H. College Services may conduct a key audit as deemed necessary to ensure that keys are accounted for and employees are issued the correct keys necessary for their job functions.

Attachment:

Originator: Javier Luis Leal

Date Approved:

Last Updated: 4/19/2022

Approved: _____

Title: VPCS