WGTC 3.25

Key Control

Purpose
To provide security for all West Georgia Technical College (WGTC) owned or controlled buildings and properties.

Applicability
All West Georgia Technical College employees: full time, part time, temporary, casual labor and students.

Policy
To ensure the security of each campus, all requests for keys will be authorized by the Vice President of Operations and Technology. All records, issue receipts and inventories will be maintained by the Operations and Technology Department. West Georgia Technical College reserves the right to recall, inspect or inventory all issued keys at any time.

Possession of Keys
    A. Individual Office Keys: (Opens interior office doors).
        1. The individual assigned to the office.
        2. The appropriate Division Head.
    B. Exterior Door Keys: (Opens exterior door to a specific building).
        1. Individuals assigned office space in the building who require after-hours access on a routine basis.
        2. Division Heads with offices in the building.
    C. Building Master Keys: (Opens both interior and exterior doors to a specific building).
        1. Deans or Directors whose responsibilities require access to all areas of a specified building.
        2. Certain other administrators who require access to a specific building.
        3. Specified maintenance personnel.
        4. Must be approved by the Vice President of Operations and Technology.
    D. Grand Master Keys: (Opens both exterior and interior doors to a series of buildings or areas on the system).
        1. Specified maintenance personnel.
        2. Other individuals who have the right and need for such a key. Must be

approved by the Vice President of Operations and Technology with final approval by the President.

Authorization Process

Division VPs, Deans, or Directors may request the issuance of keys by emailing the Vice President of Operations and Technology. The Vice President of Operations and Technology will seek approval from the President of the College for the issue of any grand master keys.

Procedure for Requesting Keys

A. A request for issuance of a key will be emailed to the Vice President of Operations and Technology from the appropriate Division VP, Director, or Dean.
B. If the Vice President of Operations and Technology approves the request, he will forward the original email to the Maintenance Supervisor indicating his approval for issuance.
C. Upon receipt of the approval, the Maintenance Supervisor (or authorized individual) will ensure the issuance of the key. The individual receiving the key will physically sign for it acknowledging receipt and acceptance of terms for payment should the key not be returned prior to the last day of employment.

Returning Keys

A. When terminating employment, keys will be returned to the Maintenance Division prior to the exit interview. The original issuance receipt will be completed indicating the return of the keys and a copy given to the individual. The returned keys will be placed in inventory.
B. When transferring to another area of West Georgia Technical College, the:
   1. Division Head will verify the need for all keys retained by the transferred employee.
   2. New keys will be requested as indicated above.

Lost Keys

A. If a key is lost, it must be immediately reported to the Division VP and the Vice President of Operations and Technology. There will be a service fee for replacement of lost keys. The fee will be the actual cost for parts and labor associated with the replacement key.
B. A request for issuance will be required for lost keys.
C. If a lost key is later found, it must be returned to the Maintenance Supervisor, and the individual will receive a refund on the service fee.

Stolen Keys

A. If a key is stolen, it must be immediately reported to the Division VP and the Vice President of Operations and Technology. An incident report must be filed documenting the circumstance of the theft. There is no charge for replacement of a stolen key.
B. A request for issuance will not be required for stolen keys.

Broken Keys
- A. If a key is broken, the pieces must be returned to the Maintenance Supervisor.
- B. A new key will be issued after verification. A request for issuance will not be required for broken keys and there will be no charge for the replacement.

Requests for Core Changes
- A. Requests to have the core changed on a lock must be approved by the Division VP and submitted to the Vice President of Operations and Technology.
- B. If approved by the Vice President, the request will be submitted to the Maintenance Division to have the door re-cored.
- C. When cores are changed, the requesting Division VP must submit the appropriate key issuance request.
- D. Determination of the charges for the re-core will be left up to the Vice President of Operations and Technology.

Unauthorized Possession, Transfer, Loan or Duplicating
- A. Any employee found in possession of an unauthorized key, who transfers a key, loans or duplicates any issued key will be subject to appropriate disciplinary action.
- B. Unauthorized keys will be confiscated and returned to the Maintenance Division.

Internal Security
- A. The Maintenance Division will maintain all key blanks and inventory/issue receipts.
- B. In addition, keys which are no longer required will be maintained in inventory at the Maintenance Office.

Part-time Employees
- A. Under normal circumstances, there should not be a need for issuing a key(s) to part-time employees. If there is a need for a part-time employee to have a key issued in their name, the key must be requested by the appropriate Division VP or Director.
- B. All part-time employees are under the same obligation to return keys as indicated above.

Student Employee Keys
- A. Keys will not be issued to student employees under this policy.
- B. However, a Division Head may request a key(s) for temporary issuance to student employees. These keys will be issued to the Division VP and are the responsibility of the Division VP. These keys should be issued on an "as needed" basis and are not intended for permanent issuance.

Maintenance Division Responsibilities

    A. Maintain records provided in Excel Spreadsheet form by the Vice President of Operations and Technology for key inventory and accountability.

    B. Ensure each individual sign for keys acknowledging responsibility for repayment should they not be returned.

    C. Maintenance and storage of all request and approval forms.

    D. Issuance of keys and recording of signatures of key recipients.

    E. Responsible for the securing of the key box and accessibility of that key box.

Inspection of Key Control Policies and Procedures

    A. The Vice President of Operations and Technology will be responsible for the inspection of the Key Control Program at each Campus. Inspections will be carried out at the discretion of the Director and will involve all aspects of the program to include:

        1. Request and approval process procedures
        2. Maintenance of forms
        3. Security of all keys
        4. Accessibility of key box and mounting of key box
        5. All inspection results will be briefed to the Vice President for Administration and filed for future review.

Reporting Recommended Changes and Improvements to Program

    A. All policy improvements and recommended changes to the program should be directed to the Vice President of Operations and Technology for review prior to forwarding to the President for consideration.

    B. The Vice President of Operations and Technology is responsible for reviewing all requests and submitting recommendations to the President for approval.

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