

College Operating Procedures (COP)



Procedure Title: Key and Building Control and Management
Procedure Number: 08-0816
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.65
Florida Administrative Code n/a

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: The Public Safety Office shall distribute, maintain and record key disbursement in order to establish effective control of keys, pass codes and building access.

Guidelines:

The Public Safety Office shall distribute, maintain and record key disbursement in order to establish effective control of keys, pass codes and building access.

Procedures:

- I. Keys and/or pass codes shall be issued only upon the completion of a College Work Order Form. The Work Order must be filled out and approved by the requestor's Dean or Department Head. All requests for keys and pass codes shall be submitted to the Public Safety Office and only the Director of Public Safety shall disburse keys and pass codes. Keys or pass codes shall only give access to the areas required.
- II. Under NO CIRCUMSTANCES shall Grand Master Keys, Exterior Master Keys or Interior Master Keys be issued to anyone other than authorized Public Safety and Facility Planning and Management personnel.
- III. The key always remains the property of Florida SouthWestern State College. Under NO CIRCUMSTANCES may the key be duplicated outside of the College. The security of the key is the responsibility of the key holder.
- IV. Periodic inventory is performed involving all keys in the system to ensure accuracy of records. A list of current key holders will be provided to the Dean or Department Head with instructions to correct information contained within the report and return the list to the Director of Public Safety.

- V. Lost keys must be reported to the Director of Public Safety and documented immediately. The information required, but not limited to, is the name, address and work area of the key holder, the time and date of the loss, the circumstances surrounding the loss and a list of doors the lost key(s) will open.

- VI. The best way for a College employee or contract worker to gain access to a building after hours or on weekends is to have their Dean or Department Head contact Public Safety and set up a schedule to authorize entry. However, in the case of an emergency, doors may be unlocked by calling the Public Safety Office or via the emergency telephones located around campus. Requestors will have to show appropriate identification prior to gaining building access.