Key Control Policy

POLICY: Key Control Policy			
POLICY NUMBER:	420.06.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	4/14/2020		
EFFECTIVE DATE:	4/14/2020	**REVIEW DATE:**	July 2021
REFERENCES: Employee Handbook			

Part 1. Policy Background and Purpose

The purpose of the Key Control Policy is to promote a secure campus environment for White Earth Tribal Community College (WETCC) by efficiently managing the dissemination and accounting for keys.

Part 2. Definitions

Duplication refers to any method of making a copy of a key whether it be by an individual or professional.

The term "key" includes normal "keys" and "key cards" which refers to a plastic card (similar in size to a credit card) that contains data on an embedded magnetized strip that can electronically unlock a door.

Master keys are specific keys designated by the Facilities Manager that can open multiple doors that also have their own key.

Sub-Master keys are specific keys designated by the Facilities Manager that can open multiple doors that also have their own key, but not as many doors as the master key.

Part 3. Responsibilities

It is the responsibility of the Security Officer and Facilities Manager to implement the Key Control Policy and Procedures.

It is the responsibility of the Facilities Manager to designate which keys will be deemed "Master Keys".

It is the responsibility of the Facilities Manager to inventory keys to ensure WETCC has all keys documented and accounted for, including any missing keys. The Facilities Manager shall maintain the inventory of keys.

Cabinet Members shall complete a Key Disbursement Form to authorize individuals the issuance of a key.

It is the responsibility of all key holders to ensure assigned keys are protected from loss or theft and report any missing keys to the Facilities Manager or Security Officer as soon as possible.

WETCC President shall have the final authority on any disagreements on the issuance of keys.

Part 4. Policy

Subpart A. Tracking of Keys and Key Cards
Each key will be stamped with a unique number and inventoried by the Facilities Manager. The key numbers will be recorded and documented on the inventory sheet.

As keys are assigned out, individuals will sign for the key they have received. Signed documentation will be maintained by the Facilities Manager.

Subpart B. Issuing Keys
Keys will be issued to College employees pursuant to this policy and the Key Control Procedure.

The applicable Cabinet Member is responsible to complete a Key Disbursement Form for the Facilities Manager whenever a new employee has been hired, indicating what keys are necessary. Only keys necessary to perform assigned job duties will be issued. The Facilities Manager shall review the form and consult with the President if there are any questions or concerns; the President shall have the final authority on the issuance of keys.

The issuance of a Master Key shall be restricted to: WETCC College President, Special Projects Director, Security Staff, Facilities Staff, and IT Staff.

Keys to leased buildings will be borrowed from the lessee; a Master Key will be maintained in WETCC inventory in the event emergency access is needed.

Any lost or stolen key(s) must be reported to the Facilities Manager or Security Officer as soon as reasonably possible. The Facilities Manager and Security Officer will investigate and determine the appropriate action to ensure the safety and security of WETCC buildings being maintained.

Subpart B. Duplication
All keys and key cards referred to in this policy are the property of WETCC and are not to be duplicated by anyone other than the Facilities Manager. Duplication of a key or key card, or possession of an unauthorized duplicate, may result in appropriate disciplinary action.

Subpart C. Key Return
Upon request or termination of employment, all keys must be returned to the Facilities Manager, or in their absence the Security Officer, who will document the return on the Key Disbursement Form and inventory sheet.

Subpart D. Associated Costs
Anyone authorized for the use of a key may be held responsible for associated costs of replacing a key or re-keying a room, office, or building(s) in the event of a lost or unreturned key.