



Policy

3-8027 Use of District Keys

The District may assign keys to permanent employees, administrators, and Board members on a long-term basis. Management and control of District keys shall be the responsibility of the Director of Facilities Planning and Operations.

Adopted: June 28, 2004

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Administrative Procedure

3-8027 Use of District Keys

- I. Facilities Operations is responsible for issuing and receiving District keys.
 - A. Keys are requested electronically by means of a Physical Plant Work Order.
 - 1. Include the name and status (full-time, part-time, etc.) of the employee, building, room number, what the key is to fit (door, file cabinet, cabinet, etc.) Do not list key numbers.
 - B. Facilities Operations sends an approval request to the Division Dean, President, or supervisor.
 - 1. If a key is requested from an area other than the employee’s assigned area, then the signature of the Dean responsible for that area must be obtained as well. It is the responsibility of the requesting unit to obtain the appropriate signatures.
 - C. After the appropriate signature(s) is received by Facilities Operations, the Locksmith will issue the key or keys.
 - D. Facilities Operations staff will notify person/department, via e-mail, that the key is ready for pick up in the Facilities Operations Office, MJC West Campus, or Columbia College Business Office.
 - 1. Staff are allowed three weeks in which to pick up the key. If the key is not picked up in that time, a Notice to Pick Up Keys is sent to the Division Dean. Facilities Operations then allows an additional week for pick up. If keys are not picked up, the keys are then put back on the master board and the request is voided. The employee would then have to resubmit another Work Order in order to receive the keys after the first Work Order is voided.
 - E. Staff receiving a key must sign for their key on the Key Card located in the Facilities Operations Office or Columbia College Business Office.
 - F. Short-term employees may be allowed to temporarily sign out keys for District facilities upon receiving authorization from the Director of Facilities Planning and Operations.
 - G. Students are not issued keys. Certificated and/or Classified employees may sign for student keys under the following exception.

1 1. Exception:
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- 3 a) \$3.00 deposit will be charged to disabled students requiring an elevator key. The
4 deposit will be refunded when the key is returned. These keys are available in
5 Health Services.
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7 H. Exceptions for key pick-up.
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- 9 1. Handicap – Division Dean may sign for and pick up the key at Facilities Operations.
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- 11 2. Instructors working out of town – Security or Division Dean may sign for and pick up
12 the key at Facilities Operations.
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- 14 I. Master keys to various areas will be issued to Deans, custodians, and maintenance personnel.
15 Exceptions will be made in unusual circumstances only upon approval of the Presidents and
16 Campus Operations Managers.
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- 18 J. Upon transfer of assignment within the District, the employee shall notify Facilities
19 Operations. Employees shall turn in keys no longer needed and sign out new keys. A Physical
20 Plant Work Order will be required in order to receive new keys. New keys will not be issued
21 until previously issued keys are turned in.
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- 23 K. Unauthorized fabrication, duplication, possession, or use of keys to premises owned by the
24 District is a crime.
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- 26 L. Under no circumstances shall keys be loaned to unauthorized persons.
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- 28 M. Facilities Operations will replace any broken key upon evidence of broken key. A Physical
29 Plant Work Order is required.
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- 31 N. Employees leaving District employment are required to return their keys, or they will be billed
32 at \$20 per key and \$50 per fob.
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35 **Reference:**

36 California Penal Code [469](#)
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38 **Procedure Last Revised:** April 11, 2007