

CHAPTER 5: Administration

Procedure 5G.1/11: Space Management: Keys and Proximity Card Access

Keys:

1. All keys shall be distributed through the Public Safety Department where the official key records are kept. Requests should be made through your supervisor/dean.
2. Keys shall be issued to individuals after they read and sign the key signature card policy statement. By signing the card, individuals are agreeing to the following statements:

I acknowledge the receipt of key(s). I agree not to loan, transfer, give possession of, misuse, modify or alter the above key(s). I further agree not to cause, allow, or contribute to the making of any unauthorized copies of the above key(s).

I understand that a violation of this agreement may render me responsible for expenses related to re-keying doors and affected areas. I also understand that I must report any lost key(s) to my dean/supervisor immediately. The dean/supervisor is required to further report the loss of the key to the Public Safety Department (Ext. 1330).

I understand that if I lose or have my key(s) stolen or do not return the key(s) within a week of my last day of employment, I shall be required to pay a \$25 fee per lost key.

3. All keys shall be returned directly to the Public Safety Department. When they are returned, the key signature card is destroyed.

Proximity Cards:

1. All proximity cards shall be distributed through the campus Coordinator of ID Systems where the official records on proximity cards are kept.
2. Proximity cards shall be issued to individuals after they have read the proximity policy. By reading the policy, individuals are agreeing to the following statements:

I acknowledge the receipt of a proximity card and agree not to loan, transfer, give possession of, misuse, modify or alter the above card.

I understand that a violation of this agreement may result in the loss of my privilege for a proximity card. I understand that I must report a lost card to my dean/supervisor immediately. The dean/supervisor is required to further report the lost credential to the Public Safety Department (Ext. 1330) who will deactivate the proximity card.

There will be no cost to replace a proximity card that has been determined to no longer function due to normal wear or for the first replacement of a proximity card that has been lost or stolen. Each replacement card after the first replaced at no cost will be \$25. I understand that if I lose or have my proximity card stolen or do not return my card within a week of my last day of employment I shall be required to pay a \$25 fee.

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3. All proximity cards shall be returned directly to the Public Safety Department. When they are returned, the proximity card shall be destroyed.

History:

12.2007 Revised to include proximity card access language

04.2010 Clarified reporting requirements for lost keys and cards.