



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 7350.1 KEY MANAGEMENT/CONTROL

This procedure establishes the standards related to the issuance, control and management of keys for all District-owned buildings.

1. The President/Vice Chancellor is responsible for the security of their respective College/ Continuing Education Campus/site buildings and their contents.
2. Strict accountability for building keys is the responsibility of the President/Vice Chancellor. He/she may discharge this responsibility by assigning the Vice President, Administrative Services, signature authority for the issuance of building keys.
3. The President/Vice Chancellor shall decide on the custodial responsibility for the keeping of keys. As a general rule, at major sites, District keys shall be kept in the College Police Office. At off-campus/Continuing Education Centers, the President will determine custodianship of the keys:
 - a. Master keys shall be authorized only with the original signature of the President/Vice Chancellor or designee. (Attachment 1—Key Inventory/Issuance Form)
 - b. Master keys shall be issued only on the basis of critical need.
 - c. Issuance of keys to non-district staff will be determined by the respective Dean or manager.
 - d. Faculty/staff may be issued keys on a yearly basis.

FUNCTION AND DEFINITION

1. Issuance of keys and inventory control/record shall be the responsibility of College Police.
2. Duplication of keys shall not be obtained through outside sources, but, shall be secured through College Police. Charges for keys will be provided by the respective campus budget.
3. For the purpose of ensuring the integrity of the District's building security, College Police will conduct an annual audit to identify staff members in possession of master keys. A report of this information will be provided to the respective President/ Vice President/Vice Chancellor for review and evaluation.
4. Prior to the issuance of a grand master, building master or area master key, College Police (supervisor or manager) shall review the issuance request with the appropriate manager (President/Vice President/Vice Chancellor).
5. Requests for duplicating keys must be approved by College Police (supervisor or manager).

6. Employees requesting keys shall complete the following steps:
 - a. Obtain key request form from the College Police or Vice President of Administrative Services Office.
 - b. Complete the key request form.
 - c. Present the form to the appropriate administrator for signature authorization.
 - d. Present the completed authorized form to College Police or other designated key custodial location.
 - e. Request the key(s) a minimum of two weeks prior to each semester to assure the key and security access code (when necessary) is provided in time for the start of the semester.
 - f. At such time that the key is no longer needed (i.e., change of assignment, resignation, termination, etc.), return the key and receive a sign-off receipt from College Police.

7. All employees are responsible for returning their keys at the time their active employment ends. Employee's final pay warrant will be withheld until a written sign-off form is obtained from College Police verifying that all District keys issued to the employee have been returned to the issuing location.

Supersedes : Procedure 3750.1 - 1/20/99

ATTACHMENT: Key Request Form