

# PIERCE COLLEGE

## FACILITIES ACCESS AND KEY POLICY

**Purpose:** To establish a policy regulating access to Pierce College facilities.

### 1. Authorization to Access Pierce College Facilities:

- a) Regular access shall be limited to college employees based on demonstrated need.
- b) Keys shall not be issued to employees or others beyond their need for access.
- c) Keys shall not be issued to student workers.
- d) Plant Facilities may grant access to contractors, LACCD personnel and others, as necessary, for authorized construction and other assignments.
- e) The Campus Sheriff may provide access to Pierce College facilities as deemed necessary for security, emergency or other legitimate purposes.
- f) The President and/or Vice President, Administrative Services, may authorize access to Pierce College facilities to others as deemed necessary.

### 2. Key Authorization: Keys may be issued to employees and others to access assigned work areas such as offices, classrooms and storage areas per the following:

Keys Issued to:	Access:	Approval:
Faculty & Staff	Own work area only.	Department Chair or Manager
Department Chairs, Managers, Supervisors	Own work area <i>plus</i> assigned staff areas.	Dean or VP
VPs, Plant Facilities Campus Sheriff, Other	High security and other keys issued based on need.	President or VP, Admin. Services

### 3. Key Issuance, Return and Control:

- a) Plant Facilities shall issue and control all Pierce College keys.
- b) Ample lead-time must be allowed for the making and issuance of new keys.
- c) Persons requesting keys must complete a Key Request Form, obtain all necessary approvals, and return it to Plant Facilities.
- d) Pierce College keys remain the property of Pierce College and the Los Angeles Community College District.
- e) Keys may not be duplicated.
- f) Key holders accept responsibility for keys and must return keys promptly upon request.
- g) All keys must be returned to Plant Facilities.
- h) Unneeded keys must be returned promptly upon any change in assigned work areas or in the event of termination, resignation, retirement or reassignment.

**4. Loaning Keys:**

- a) No keys may be loaned to any person without prior written authorization by the President or a Vice President.
- b) The campus Sheriff's office will confiscate all unauthorized keys.
- c) Employees who loan keys to unauthorized persons may be held responsible for resulting losses or misuse.

**5. Lost/Stolen Keys:**

- a) All lost or stolen keys must be reported immediately to the campus Sheriff's office in person or by telephone. The employee must complete a lost key report in person at the campus Sheriff's office as soon as possible.
- b) A lost key charge must be paid to the Business Office before replacement keys can be issued.
- c) When keys are reported lost or stolen, the Department Chair or Manager must determine the appropriate action to take. Security concerns should be reported to the respective Dean or Vice President.

**6. Emergency Access to Classrooms and Offices:** If an authorized person requires access and does not have or has forgotten a key he/she should contact:

- FIRST:** Department Chair or Supervisor
- SECOND:** Dean (Night or Saturday Dean, if applicable) or Department Manager
- THIRD:** Campus Sheriff's Office

**7. Exceptions:** All exceptions to this policy must have the prior written approval of the President or Vice President, Administrative Services.

Approved by:

/s/ Darroch F. Young  
Darroch F. Young  
President

/s/ Tim Oliver  
Tim Oliver,  
Vice President, Administrative Services

**Date: May 13, 2002**