



## POLICY 7110

### KEY CONTROL

**Policy Category:** Facilities

**Area of Administrative Responsibility:** Facilities Management

**Board of Trustees Approval Date:** April 18, 2017

**Effective Date:** April 19, 2017

**Amendment History:** N/A

**Contents:**

- [Purpose](#)
- [Scope](#)
- [Definitions](#)
- [Policy](#)
- [Enforcement](#)

## PURPOSE

Effective key control is vital to safety and security on Campus. The purpose of this policy is to establish reasonable personal security for members of the College community and to ensure the protection of personal and College property through the control of keys to College facilities and other secure areas.

## SCOPE

This policy is effective throughout the College and is also binding on third parties.

## DEFINITIONS

- Exterior Access:** Entry into a building on Campus from the outside of the building through a keyed entry way.
- Interior Access:** Entry into spaces on the inside of buildings to include classrooms, offices, service areas, storage areas, etc.
- Master Key:** A key providing access to a group of doors within a building.

**POLICY**

The control, dissemination, use, and possession of keys to College facilities will be strictly managed.

- A. Under no circumstances will keys providing exterior access to buildings be issued to anyone except Physical Plant and Public Safety employees.
- B. Under no circumstances will master keys be issued to anyone except Physical Plant and Public Safety employees.
- C. Under no circumstances will keys to electrical or mechanical rooms be issued to anyone except Physical Plant and Public Safety employees.
- D. Employees may be issued keys providing interior access to their offices, storage areas, closets, etc. for which access is necessary to perform their duties and to efficiently run their departments.
- E. Keys must be requested via an Inter-Departmental Memo to the AVP, Physical Plant signed by the department head. The AVP, Physical Plant in consultation with the Director of Public Safety will determine whether the request to issue keys will be granted.
- F. When an employee leaves NCC, all College keys in his/her possession must be turned in to the AVP, Physical Plant.

**ENFORCEMENT**

Violation of this policy will result in disciplinary action as follows:

- A. Students will be subject to disciplinary charges brought under the Student Code of Conduct.
- B. Employees who are part of a bargaining unit will be subject to disciplinary action brought under their respective collective bargaining agreement.
- C. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.
- D. Third parties who fail to abide by this policy will be dealt with as appropriate under the circumstances.