

Paris Junior College

Building Key Check-Out

Procedure

I. Procedure

1. It is the procedure of the College that other than normal working hours, all building shall be locked in order to maintain the security of both the building and their contents.
2. Staff members and students may be issued keys to college buildings upon the recommendation of the administrative head and approval of the official in charge of the building, in accordance with established procedures.
 - (a) Keys are issued for entry to college buildings for the purpose of conducting college business only.
 - (b) Any authorized individual entering or leaving a locked building shall not permit any individual to enter who would normally be permitted to enter the building during the hours it is locked. An authorized individual may have guest so long as the guest stay in the proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their presence.
 - (c) An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to college property resulting from failure to do so.
3. Special assignment of keys, where required, (such as contractors, etc.) may be authorized by the Director of the Physical Plant.

4. All keys issued remain the property of Paris Junior College and shall be returned to the Department of Public Safety under the following conditions:
 - (a) For staff members:
 - (1) Upon transfer to another department or building.
 - (2) Upon termination of employment.
 - (3) Upon request of the department head or administrative head.
 - (b) For students:
 - (1) At the end of the academic semester.
 - (2) Upon the request of the department or administrative head.
5. Individuals transferring to another department or building may be issued new keys upon the recommendation of the new department or administrative head and approval as defined in paragraph 2 above.
6. It is the responsibility of the appropriate department or administrative head and official in charge of that building, to ensure that all keys are returned to DPS under paragraph 4 above.
7. **In no case is a key to be transferred from one individual to another or to be obtained from any source other than the college Department of Public Safety.** When any transfers or duplication of a key is made or used without college consent, the key will be recovered and the individual(s) involved reported to the administrative head, dean, or supervising officer for the appropriate action.

II. Regulations

1. Keys to cabinets, lockers, and drawers within buildings are not covered under the provisions of these procedures. DPS will furnish such keys upon request, but the issue, control, and recovery of these keys are the responsibility of the director of the facility.
2. Key issuance are authorized by the President, Vice President, Dean, or Director of the Physical Plant and subject to such guidance as may be issued.
3. The types and number of keys issued will be limited to the minimum required by regular work assignments.
 - (a) The permanent issuance of building master keys will be limited to those persons needing frequent access to most of the building, normally department heads or higher.
 - (b) Two or more keys may be issued to those requiring access to several rooms throughout the entire building.
4. Procedures for issuance and return of keys may be altered by the Director of the Physical Plant to make keys available to plant personnel as required to meet work requirements throughout the campus.
5. The loss or theft of any key is to be reported immediately to the department head, who in turn will notify PJC DPS.
6. Lost keys turned in to a department are to be forwarded immediately to PJC DPS.

7. Application for keys are made on a Key Record Card.
 - (a) Key Record Cards must be typed or printed and signed.
 - (b) A separate card is used for each key requested.
 - (c) Key Record Cards are available at the PJC DPS office.

8. As standard procedure, key will be picked up at the DPS office.
 - (a) Keys will be obtained directly from DPS by presenting an approved Key Record Card at the office between the hours of 8:00am and 5:00pm daily.
 - (b) The department is responsible for contacting the DPS office and making the necessary arrangements to pick up keys.

9. Prior to the end of each academic semester, each department will be provided with a list of individuals assigned keys to areas under its jurisdiction.

NOTE: These list will aid the department in identifying those keys to be returned by students or staff having an ending date or appointment as of the end of the semester.

10. Annually, each department must check and certify the accuracy of an inventory list of keys issued for areas under its jurisdiction.

11. Keys must be presented at the request of any campus police officer, or other law enforcement official in the performance of his/her duty.

III. Issuance of Keys

1. Upon request for keys, initiate Key Record Card completing **all items** except # 17.

NOTE: Keys assigned to students (Item # 2) are temporary assignments (Item # 6) and are required entry of a date that key is due to be returned.

2. Obtain administrator approval (Item # 9) and send the form intact to DPS.
3. Obtain applicant's signature on Key Record Card and file as reference to who keys are issued.
4. Keys are to be picked up by individual requesting keys only.

IV. Returning Keys

1. Upon determining that an individual is transferring or terminating employment with the college, the DPS office will be notified.
2. The individual will return the keys to the DPS office, making sure that key numbers match records.
3. The Personnel Office will be notified of any discrepancy and a note place in the personnel file noting such..

V. Lost, Stolen, or Recovered Keys

1. The DPS office shall be notified immediately when keys are lost or stolen.

NOTE: Replacement keys are requested in accordance with the above procedure.

2. Check copy of Key Record to determine what buildings are affected.
3. Enter "Lost" or "Stolen" on master file.
4. Notify department head of lost or stolen keys.
5. Notify DPS immediately when the key(s) are recovered.

In some cases when keys are lost and a severe security risk is present, it may be determined by administration that a charge believed for re-keying and replacement of keys. Cost will be \$35.00 per lock and \$10.00 per key.

Blockout System

Blockout	DPS, Designated Physical Plant Personnel
GGM	DPS, Dir. of Physical Plant, President, Vice President, Deans
GM	Administrative Assistant
MK	Department Head, Director, Secretary
Change	Instructor, Staff
Outside Door	Need to have basis only. Approved by President only.

NO OUTSIDE DOOR KEYS ISSUED TO STUDENTS.

Exceptions to these procedures will be approved by the President.