

Policy No. 4-6

Subject: Key Management

Last Revised: 06/14/2023

Historical Status: Updated 06/14/2023

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Superintendent of Buildings and Grounds	Vice President of Financial and Administrative Services	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to maintain effective control and security of College buildings. The manufacture or duplication of any College key is prohibited except by the authorization of the Superintendent of Buildings and Grounds. Possession or duplication of keys to the lock of any building or other property owned by the Commonwealth of Virginia or agency thereof without proper permissions constitutes a Class 3 misdemeanor and is punishable by law and may be dealt with under the Standards of Conduct.

II. PERTINENT INFORMATION

- A. Effective control and security of College buildings are a necessary requirement for the safety and protection of College personnel and equipment.

III. DEFINITIONS

- A. Key Card (magnetic stripe key card): a plastic card embedded with a magnetic stripe that stores encoded access data. Magnetic stripe key cards are used for identity verification and to control access to secured areas, systems, or services.
- B. Key Holders: employees who are authorized to have a physical key to the exterior of buildings and/or interior spaces on campus.
- C. Non-Classroom Areas: includes office spaces, common areas, and meeting rooms.

IV. GENERAL GUIDELINES

- A. This policy applies to all students, faculty, staff, and outside contractors.
- B. Employees must complete the Key Card Request Form and submit approved form to the Office of the Vice President of Finance and Administration for processing and granting key/keycard.
- C. Campus Police will be granted master key access on an on-going basis to every room and building on campus, including food, vending, and bookstore areas for the campus for the express purpose of insuring they are equipped in the event of

an emergency.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Finance and Administration the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS

- A. Exterior Security of the Buildings
1. Access during normal working hours: exterior doors on all buildings on the main campus shall be open from 8:00 a.m. until 10:00 p.m. each day, Monday through Friday, to allow ease of access by all College employees, visitors, and students, with the exception of certain administrative and special purpose buildings not utilized for teaching. On Saturday and Sunday, only the buildings that are necessary will be unlocked for the specified time of classes and or events scheduled.
 2. Access after-hours and on weekends: any access being granted to the campus after normal operating hours **must** be preceded by written approval from the appropriate dean and the Vice President of Finance and Administration. This approval should be forwarded to the Superintendent of Buildings and Grounds and the Chief of Police well in advance to the required entry.
 - a. Campus Police will report any and all unusual circumstances that arise to the Vice President of Finance and Administration.
- B. Access to building roofs and utility management closets:
1. Access to building maintenance closets and other secure areas of the college will only be granted to vendors and contractors who have secured permission from the Superintendent of Buildings and Grounds or Campus Police.
 2. The issuance and possession of roof keys will be strictly limited to facility maintenance personnel and Campus Police.
- C. Interior Security of the Buildings:
1. For the purpose of enhancing College security and safety, all general-purpose classrooms shall be unlocked during normal working hours, with the exception of specialized classrooms that contain equipment that require additional security. Instituting this practice on an on-going basis shall ensure that faculty and students are granted access to classrooms in the event of an active shooter crisis on campus.
 2. For all non-classroom areas, doors to these areas shall be keyed individually and keys shall be issued as appropriate based upon employee position, job assignment, or need for access. The Business Office is responsible for management of issuing keys to non-classroom areas.

D. Responsibility of Key Holders:

1. Employees to who College keys are issued are responsible for their physical security. The loss of a key(s) shall be immediately reported to the employee's supervisor, Campus Police, and the Superintendent of Buildings and Grounds.
 2. Due to the nature of campus security, employees who are issued keys by the College are considered trustworthy and ethical. Violating this policy by the misuse or misappropriation of issued key(s) may result in the loss of key access and/or employee disciplinary action.
 3. Employees who leave the College shall return their keys to the Business Office.
- E. Keys may not be transferred from one employee to another. Keys must be returned to the Business Office.
- F. The Superintendent of Buildings and Grounds is responsible for the manufacture of keys.
- G. The Business Office is responsible for the issuance of all physical keys.