

CCS Administrative Procedure

2.30.05-Q Key Control

Implementing Board Policy [2.30.05](#)

Contact: Chief Administration Officer, 434-5037

1.0 Work Safety Objective and Responsibilities (summary of Board of Trustees Policy 2.30.05)

Community Colleges of Spokane is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace where any special situations are managed with safety as a primary concern. Among these concerns is providing building security and minimizing potential loss or theft of property. This key control procedure shall be administrated with that goal in mind and in a manner that balances security requirements, need for public access, and standardized key systems to ensure consistency and reduce maintenance costs.

- 1.1 This key control procedure will be administrated by the Chief Administration Officer consistent with the intent of Board Policy [2.30.05](#). Responsibility for managing the procedure shall be as assigned in section 3.3.
- 1.2 This procedure addresses the issuance and control of keys and electronic access cards (i.e., proximity cards) to employees, students, and non-employees for building entry door locks (mechanical and electrical), building interior door locks (mechanical and electrical), cabinet locks and padlocks that are keyed to the district's coordinated master keyway systems.
- 1.3 All keys to Community Colleges of Spokane (CCS) facilities are the property of Community Colleges of Spokane.
- 1.4 Prudent use and protection of assigned keys is the responsibility of the key holder. Misuse or negligent use of keys shall be cause for disciplinary action.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Key: a mechanical key or electronic access card.
- 2.2 Key holder: anyone who has been issued a key or card under this procedure.
- 2.3 Change key: the lowest level of key. It will only open one or more locks with identical keying.
- 2.4 Utility key: a specialty key for equipment, electrical panels, etc.
- 2.5 Perimeter key: an exterior door key.
- 2.6 Master key: a general access key to multiple door locks.
- 2.7 Electronic Access key: an electronic key that works in proximity to an electronic component key lock.
- 2.8 Facilities: buildings or portions of buildings under the control of the CCS, including those rented and leased.
- 2.9 Unit: for purposes of this procedure, the following organizational units are recognized: Spokane Community College (SCC), Spokane Falls Community College (SFCC), and District Administration.

- 2.10 Appointing Authority: as identified under Board Policy [2.10.01](#).
- 2.11 Security Officer: the unit employee assigned responsibility for security functions and duties at that unit.
- 2.12 Facilities Department: the central district department responsible for CCS facilities development and maintenance.
- 2.13 District Director of Facilities: the administrator responsible for the Facilities Department.
- 2.14 Supervisor: a person appointed or assigned to lead and manage an employee

3.0 Authorization and Issuance of Keys

- 3.1 Keys shall be issued on a “need” basis and as authorized under this procedure. Keys are considered business equipment necessary to complete assigned duties.
 - 3.1.1 Keys to CCS facilities may be assigned only to individuals with an official CCS affiliation (i.e. employees, students, contractors/vendors, tenants).
 - 3.1.2 No individual shall possess a CCS key that has not been appropriately issued to him/her under this procedure.
 - 3.1.3 An employee with a continuing need to frequently access an area during the hours it is locked may be issued a key(s).
 - 3.1.4 Upon reassignment or termination of employment, keys will be returned consistent with section 6.0.
 - 3.1.5 An employee, student or contractor/vendor, or tenant with a temporary need to access an area during the hours it is locked may be issued a temporary key(s) for the required period. Such temporary keys shall be returned to the person issuing the keys at the end of the temporary period.
 - 3.1.6 No CCS key shall be loaned to an individual not authorized to use CCS keys. A key that is loaned is the responsibility of the individual who signed for and received the key.
 - 3.1.8 Keys shall not be transferred from the authorized key holder to another person.
 - 3.1.9 A key inventory database will be established/maintained by the Facilities Department.
- 3.2 Authorization for keys/electronic access cards managed by an electronic key management system.
 - 3.2.1 Users of an electronic key management system are authorized to issue and manage key access with the electronic key management system rather than issue keys to individuals.
 - 3.2.2 Keys managed by the electronic key management system will be retrieved and returned to the system daily.
 - 3.2.3 Facilities staff is preauthorized as follows:
 - 3.2.3.1 Great Grand Master Preferred/SKD Keys: District Director of Facilities, Campus Maintenance and Operations Directors, Director of Capital Construction

- 3.2.3.2 Campus Master/Building Masters: Facilities administrators, exempt staff, managers, supervisors, leads and all facilities staff.
- 3.2.3.3 Change Keys/Mechanical Keys/Perimeter Keys: All facilities staff and authorized contractors.
- 3.2.4 Campus Safety is preauthorized as follows:
 - 3.2.4.1 Great Grand Master Preferred/SKD Keys: Director of Security
 - 3.2.3.2 Campus Master/Building Masters: Director of Security and all Security Officers and Security Guards.
 - 3.2.3.3 Change Keys/Mechanical Keys/Perimeter Keys: Director of Security and all Security Officers and Security Guards.
- 3.2.5 Subsequent users of an electronic key management system will submit their request for preauthorization through their chain of command to the Chancellor for final approval. A record of that preauthorization will be maintained in facilities.
- 3.3 Required approval level for keys/electronic access cards issued to individuals:
 - 3.3.1 Great Grand Master: Chancellor with prior coordination through the chain-of-command.
 - 3.3.2 Campus master (grand master)/SKD Keys: required approval of supervisor, Dean, and President or supervisor, department head, and appropriate Executive Officer if assigned to the district.
 - 3.3.3 Building master (master): required approval of supervisor and Dean or supervisor and appropriate department head if assigned to the district.
 - 3.3.4 Change key: supervisor.
 - 3.3.5 Mechanical change key and master, high security bypass key: District Director of Facilities with prior coordination through the chain-of-command.
 - 3.3.6 Perimeter master proximity cards (excluding SKD keys): required approval of supervisor and Dean or supervisor and appropriate department head if assigned to the district.
- 3.4 Facilities Department is the sole producer of CCS keys for any building or facility under the control of CCS. Only authorized Facilities Department employees shall duplicate CCS keys. No other employee shall duplicate any CCS key or allow any CCS key to be duplicated
 - 3.4.1 Exemptions to this key production authorization include separately owned and non-CCS managed buildings.
 - 3.4.2 Worn or broken keys will be replaced using the original authorization; a new key request is not required.
- 3.5 Only in extreme circumstances shall a lock be considered for keying outside of the established master key system. A written request must be reviewed and recommended for approval by the appointing authority and is subject to final approval by the district director of facilities.
 - 3.5.1 Personal locks are not covered by this procedure (i.e., locks on athletic lockers, instructional safety storage areas)

3.5.2 No building room or space will be secured with a lock not supplied by Facilities and in accordance with this procedure.

4.0 Electronic Access Cards

It is recognized that electronic access cards are the preferred keying system for all CCS facilities. Electronic cards provide better efficiency, effectiveness, security, and cost control than traditional keying systems. District construction standards shall reflect this as a requirement in future buildings and major renovations.

5.0 Lost or Stolen Keys

The loss of a key compromises the security of every door it accesses, and exposes contained property to theft and/or vandalism. As such, district key holders are directed under this procedure to immediately report lost or stolen keys to their supervisor who will subsequently report the loss to the facilities department, campus safety, and the campus appointing authority. Failure to promptly report a lost or stolen key may be cause for disciplinary action.

- 5.1 Reissuance of a lost or stolen key shall be processed as a new key request.
- 5.2 If the campus appointing authority determines that the key was lost in such a manner that it is unlikely the key could be used to gain access to the locks affected, the appointing authority may waive the requirement to rekey all of the locks affected by the lost key.
- 5.3 If the appointing authority determines that rekeying is required because of a lost key, the responsible department will process a building improvement request (BIR) according to CCS Administrative Procedure 6.00.01-A. The BIR will cover the full cost of replacement, to include but not limited to the key, cost of production, re-pinning of all cylinders compromised by the key loss (i.e., if the lost key was a building master key, then all building cylinders are compromised), and labor.

6.0 Return of Keys

- 6.1 When an employee's separation or transfer is announced, a notice of separation will be issued to appropriate internal departments by the Human Resources Office. The responsible supervisor shall direct the separating employee to return all keys to the issuing facilities department.
- 6.2 Keys issued on a temporary basis shall be returned by the due date determined at issuance.
- 6.3 The unit responsible for the issuance of keys may be charged an "irretrievable" key fee if an issued key is not properly returned and accounted for under this procedure.