WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
POLICIES AND PROCEDURES OFFICE

Introduction

In keeping with the College's mission and goals, Wayne County Community College District (WCCCD) promotes the security of students, faculty, and staff. This administrative directive describes the control, use and possession of keys which in turn facilitate appropriate access to WCCCD premises and campus facilities. The procedures standardize key requests and their issuance to ensure consistency of practice throughout the College. The objective of key and lock control is to provide a reasonable level of safety for WCCCD while allowing as much freedom of access as possible to the campus community.

1. ADMINISTRATION OF KEY AND LOCK CONTROL

1.1   Public Safety Department

The Vice Chancellor, District Director of Public Safety Department and Chief Facilities Officer control the key and lock systems at WCCCD. In conjunction with the Vice Chancellor's Office, the Public Safety and the Facilities Departments are responsible for the following:

·   Coordinating and Housing Master keys

·   Issuing keys and key cards

·   Maintaining a College-wide key inventory database of critical key information

·   Evaluating requests for new or alternative lock and security systems

·   Conducting key control audits

·   Investigating lost or stolen keys

1.1.1   The Vice Chancellor, District Director of Public Safety Department and Chief Facilities Officer assign key control authority to individual campuses. Only the Vice Chancellor, District Director of Public Safety Official and or Chief Facilities Officer can issue keys.

1.2   Lock Shop

1.2.1   The WCCCD locksmiths are the only employees authorized to install, remove and service WCCCD door locks and/or door locking mechanisms.

1.2.2   The WCCCD locksmiths are responsible for scheduling all door locks for preventive maintenance checks and services. However, employees should still report malfunctioning or broken locks or locking devices when they occur to the Facilities Departments work order desk (313) 496-2561 or by filling out a request for services form.

1.3   Department Key Control

1.3.1   The District Director of Public Safety, Senior Public Safety Officers and Chief Facilities Officer maintain a current key list. The key list includes:
·   Employee I.D. number

- ·   Name of key holder
- ·   Key number
- ·   Date issued
- ·   Cost account

2.   Key and Lock Services

Only two WCCCD entities issue keys: the Public Safety Department and Facilities Department.

2.1   Requesting Keys and Key Cards

Employees may request keys and key cards through the Public Safety Department and Facilities Department.

<div style="border:1px solid black; text-align:center; color:red; font-weight:bold;">Procedural Steps for Key Request form</div>

2.1.1   New, replacement, duplicate and or temporary keys and key cards are requested by contacting the Public Safety Department and Facilities Department who will complete a Key Request/Replacement form for the request. Requests for keys and key cards must have the appropriate level of approval before being submitted to the Public Safety Department.

2.1.2   A Key Inventory/Signature Card is completed for each employee who is assigned a key or key card. The card contains an acknowledgement of responsibility and lists each key the employee checks out.

2.1.3 Employees who have signature approval authority must fill out and sign a Key Inventory/Signature Card which is kept on file in the Public Safety Department or with the issuing authority. The Vice Chancellor, Campus President, Vice President, Department Head or Director/Administrator, responsible for the area must approve the issuance of the keys.

2.1.4   Certain restrictions and laws apply to keys and key cards and should be taken into consideration before making a key request.

2.1.5   All pieces of a damaged/broken key or key card must be turned into the Public Safety Department with a completed Key Request/Replacement form before new keys can be issued.

2.2   Issuing Keys and Key Cards

2.2.1   The Public Safety Department issues keys after receiving and approving a Key Request/Replacement form.

2.2.2   The District Director of Public Safety and Chief Facilities Officer issues keys from the Key Box.

2.3   Lock Requests

Lock requests are made by completing a Job Order Request form and submitting it to the District Director of Public Safety for approval. Upon approval the request is sent to Chief Facilities Officer for a work order assignment and then to the WCCCD Locksmith.

2.4   Lock Repair and Replacement

Door locks may only be changed, removed, serviced or repaired by the WCCCD Locksmith. The District Director of Public Safety and Chief Facilities Officer must approve any work resulting in a change of key for any WCCCD door.

2.4.1   Broken or malfunctioning door locks must be reported immediately to the Facilities Department's Job Order Request desk by phone (ext.2561) or by filling out a Job Order Request form. After normal business hours you will need to call (313-943-4041).

2.4.2   Departments or campuses requiring a door lock change due to security violations or lost keys should forward a Job Order Request form to the District Director of Public Safety and Chief Facilities Officer. A cost account number must be provided with the request.

2.5   Alternative Locking Devices

The installation of alternative locking devices such as keypads, card swipes and electric strikes are considered on a case-by-case basis. The department head should submit a written request for these and other devices to the Public Safety Department using a Job Order Request form.

2.5.1   Consideration will be given to those areas that require special security and access.

2.5.2   Upon installation, the Public Safety Department and Facilities Departments are responsible for issuing codes for entry and changing codes for the term breaks.

2.5.3   Chains or cables and padlocks may be used on fences, gates and storage areas. Requests for these items are submitted in writing by the department head to the Chief Facilities Officer. These devices are installed by the Facilities Department or the WCCCD Locksmith. After normal business hours call (ext. 4041) if assistance is needed.

3. PROCESS CONTROLS FOR LOCKS AND KEYS

3.1   Restrictions on Keys and Key Cards

Employees are issued only the minimum numbers of keys and key cards required for the performance of their job duties. This number is determined by the Vice Chancellor, Campus President, Department Head or Administrator.

3.1.1   Keys and key cards are issued only for the locations listed on the Key Request/Replacement form.

3.1.2   If the key is to open multiple locations, all such locations must be listed on the Key Request/Replacement form.

3.1.3   Keys and key cards must be issued by the Public Safety Department and or Facilities Department to the individual who is requesting the keys. Keys and key cards cannot be obtained through the mail.

3.1.4   Employees may have only one key or key card to a particular area.

3.1.5   WCCCD will not issue a Building Master Key to anyone other than the Vice Chancellor, District Director of Public Safety Department and Chief Facilities Officer

3.1.6   District Public Safety Department is custodian to all exterior building keys.

3.1.7   Door keys, or cards, are not issued to student and/or student employees. Employees may not check out keys or cards for any other employee or contractor.

3.2   Key Request Approval Levels

3.2.1   A Vice Chancellor, Campus President, vice president, or director/designee, can approve key requests. A signed memorandum from the Vice Chancellor, Campus President or director indicating the level of approval authority and the designee's name is submitted to and kept on file at the District Public Safety Department and Facilities Department for the duration of the dean or director's absence.

3.2.2   Requests for keys must have the appropriate level of approval before being submitted to the District Director of Public Safety.

3.2.3   The District Director of Public Safety, Chief Facilities Officer or designee must approve key requests prior to cutting the key(s).

3.3   Key   Level of Approval

Department Master Key   Only the Vice Chancellor, District Director of Public Safety can approve a Department Master Key. The Public Safety Department must insure a check-out procedure is in place for the key and that the key always remains on campus.

Individual (Change) Key   President of Campus

Mechanical Keys   Facilities Director

Custodial Keys   Facility/Department Head

Single Key Different (SKD)   Administrator or Director and Director of Security

3.4   Key Box

The Key Box is a locking storage box for all keys issued by the Public Safety Department or Facilities Department. The Facilities Department and the WCCCD Lock shop assist with setting up the Key Box.

3.4.1   All keys must remain in the Key Box until issued to an individual.

3.4.2   Replacement keys are issued only after providing a copy of the Key Inventory/Signature Card of the employee to whom the original keys were issued.

3.5   Key Inventory Database

The Public Safety Department and Facilities Department maintains a database of every key in use/issued. The database identifies every department, campus and employee who has been issued keys. The Lock Shop identifies the keys in use, whereas the Public Safety Department identifies who is in possession of each key.

3.6   Reporting Lost or Stolen Keys

All lost or stolen keys must be reported to the Public Safety Department within 24 hours. The incident is recorded by Safety on a Lost or Stolen Key Report.

3.6.1   To replace lost or stolen keys and key cards, employees must complete a Key Request/Replacement form and submit it to the Public Safety or to the Facilities Department.

3.6.2   The locks that the lost keys opened should be re-keyed. To re-key a lock, the department must send a Job Order Request Form to the District Director of Public Safety for approval. The Public Safety Department then forwards the approved request to the Facilities Department for a work order number.

3.6.3   The department requesting services must provide a cost account number for replacement keys and re-keying of lock(s).

3.6.4   A temporary key card can be issued to the requestor until the employee obtains a replacement ID card to have encoded.

3.7   Returning Keys and Key Cards

3.7.1   Keys and key cards that are no longer needed for the performance of duties, limited term projects or temporary building access should be returned to the Campus Public Safety Department.

3.7.2   Upon termination of employees with key card access, Human Resources department managers collect the employee's ID card and forward it to District Director of Public Safety or the Chief Facilities Officer.

Upon notification from Public Safety Department, the WCCCD Lock Shop removes the employee's key card access to any rooms for which they had been given access.

3.7.3   In compliance with the WCCCD Employment Separation administrative directive, all employees who are exiting WCCCD or transferring to another department must return their WCCCD key(s) to the Public Safety Department or to the Chief Facilities Officer.

3.8   Key Record Audit

3.8.1   At the request of the District Director of Public Safety, or designee, the Public Safety Department or the WCCCD Lock Shop may conduct an audit on the key control records or Key Box at any time.

3.8.2   The Public Safety Department may hire a private investigator to investigate any lost, stolen, or unaccounted for keys.

3.9   Duplicating Keys

3.9.1   State law prohibits the removal or installation of locking mechanisms and the duplication of any District key by any party other than the WCCCD Locksmith.

3.9.2   The WCCCD Lock Shop is the only registered agent authorized to make keys used by WCCCD. To ensure compliance with state law, all requests for duplicate keys must be approved by the District Director of Public Safety prior to being cut. Employees needing duplicate keys may contact their department head or the Public Safety Department to request a duplicate key.

3.10   **Temporary Keys**

3.10.1 Departments, campuses or employees requiring short-term temporary keys must present an approved Key Request/Replacement form to the Public Safety Department or Facilities Department.

3.10.2 Occasionally, a private contractor or auditors will be on campus for an extended period of time and will need access to various areas to complete their work. In these situations the project manager or hosting department must complete a Key Request/Replacement form requesting that the necessary key(s) be issued to the contractor or auditor. The contractor or auditor will not be issued Exterior Building keys.

3.11   **Miscellaneous Keys and Locks**
Certain keys and locks are not inventoried, stored, tracked or maintained by the Public Safety Department or the WCCCD Lock Shop. These include but are not limited to:

·   File Cabinets
·   Desks
·   Tool Boxes
·   Cabinets
·   Department Pad Locks
·   Department/Student Lockers
·   Refrigerators
·   Freezers
·   Computers
·   Department Storage Cabinets

3.11.1   Unlocking or servicing these locks is requested on a Job Order Request form.

Definitions

WCCCD Lock System   A high security keyway system and keys patented for WCCCD-use only.

Building Master Key   Allows access to all exterior doors and inside rooms within a single building. Safety master keys are issued to Safety employees only.

Custodial Key   Allows access to custodial closets in a particular building. These keys are issued to custodial staff only.

Department Sub Master Key   Allows access to all rooms within an individual department/floor in a specific building. Department master keys are issued to the District Director of Public Safety and Chief of Facilities. The Vice Chancellor must approve these requests. These keys are to remain on campus in a secure key box and checked out on a log sheet.

Individual (Change) Key   Allows access to a single room or multiple rooms that are keyed alike. Typically issued to individual employees for their office or several offices that are keyed alike.

Key Box   A locking storage box for all keys issued by the District Public Safety Department.

Key Card   A plastic card used to gain access to a room or area that is locked with a card reading device. Employee ID cards will be encoded to allow access into these areas.

Key Inventory List   A sorted printout of the Key Inventory Database listing the keys issued to employees in a particular area or department.

Mechanical Key   Allows access to mechanical areas, electrical panels, communications rooms and roofs of buildings for service personnel. These keys are issued to maintenance and telecommunications staff only.

Single Key Different   Allows access to only one door, not on a building master system, for very special purposes only. A letter of explanation, approved by the department head and District Director for Public Safety, must accompany the request.