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LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

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TITLE: ACCESS CONTROL   NUMBER: PRO 7-15

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I.   PURPOSE

To establish reasonable security for members of the Lake-Sumter State College community and to ensure the protection of College property through the control of keys to buildings and other secure areas.

II.   RESPONSIBILITY

The Director of Campus Safety will be responsible for the issuance and control of all keys.

III.   OBJECTIVES

To maintain adequate physical security of people and property by:

a.   Providing a current record of key holders.

b.   Issuing keys based upon need for access.

c.   Providing accountability for key return.

IV.   KEY CONTROL PROCEDURES

a.   Issuing Keys
   1.   Keys will be issued to employees or contract employees of the College only;
   2.   Issuance of a key will be authorized by the supervisor of the individual to receive the key, by the Director of Human Resources or their designee, or by the Director of Campus Safety or their designee;
   3.   All key requests will be submitted via Helpdesk, indicating the name and position of the individual needing the key(s) and the key(s) being requested. Include room number, building name or other identifying information. Indicate which campus the key will be picked up on;
   4.   Key requests will be reviewed by the Director of Campus Safety prior to issuance of a key;
      i.   Keys will be issued based upon need, not convenience;
      ii.   Students may not be issued keys;
      iii.   Only one key for a specific door will be issued to any one person.

    iv. Keys are the property of the College and under no circumstances may a key be duplicated by the key holder.

  5. Once a key request is approved it will be forwarded to Facilities. When the key is ready, Facilities will send an email to the recipient to notify them and forward the key to Leesburg Campus Security. Leesburg Campus Security will log all keys into the key control log. Leesburg Campus Security will deliver keys for Leesburg Campus and will forward requested keys to South Lake and Sumter   Campus Security via courier for requested delivery at those locations.

 b. Picking up newly issued keys
  1. Keys may be picked up by calling to arrange pick up:
    i. Leesburg: (352) 516-3795
    ii. South Lake: (352) 536-2143
    iii. Sumter: (352) 303-7269
  Keys must be delivered to the person assigned.
  2. The person accepting the key will be required to sign for a key when it is delivered.

 c. Lost or stolen keys must be reported to Campus Security as soon as possible and an incident report must be completed. A new key request must be made and will only be approved if an incident report has been completed. There will be a $250.00 fee for lost/stolen master key replacement, $75.00 fee for FOBs, and $50.00 fee for all other key types. These fees are payable by the individual responsible for the lost key and may not be paid from College funds.

 d. The College requires all keys to be returned to Campus Security upon reassignment, separation, termination, or retirement from Lake-Sumter State College.
  1. Key turn in may be scheduled with Campus Security by calling:
    i. Leesburg: (352) 516-3795
    ii. South Lake: (352) 536-2143
    iii. Sumter: (352) 303-7269
  2. The Faculty/Staff member's separation will not be complete until the key(s) assigned have been returned and written verification is generated by Campus Security on the separation form and in the key control log.
  3. Keys must be returned when they are no longer needed for job duties. New/additional keys will not be issued without return of keys no longer necessary.

V. KEY CONTROL LOG

 a. A computerized Key Control Log will be maintained identifying each key holder by name, job title, key(s) held, and the date(s) of issue.

 b. The Key Control Log will be maintained by Campus Security.

c.   Any and all key transactions (issuance, re-issuance, return, loss, theft) of keys shall be recorded in the Key Control Log.

VI.   KEY HARDWARE

a.   The key blanks, key fobs, key cutting machinery and fob programing will be housed and maintained in a secure area within the Facilities main building on the Leesburg campus.

b.   Facilities shall be responsible for maintaining a sufficient inventory of key/fob blanks and for all key cutting/fob programing activities.

c.   Facilities shall be responsible for any necessary installation or replacement of door hardware or locks.