West Valley Mission Community College District

KEY POLICY
AND PROCEDURES

In order to maintain a secure learning, teaching and working environment at West Valley and Mission College, all authorized district personnel will be issued appropriate keys in accordance with the policy and procedures enumerated below.

I. POLICY

District keys are issued to employees on an as needed basis. District personnel are authorized to receive and use District keys according to the conditions listed in this policy. Employees are responsible for any and all keys issued to them. Employees shall not loan or duplicate District keys. For security and personal safety reasons, the transfer or re-assignment of any District key from one individual to another is strictly prohibited.

California Penal Code, Section 469:
“Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to buildings or other area owned, operated or controlled by the State of California, any state agency, board or commission, a county, city or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization, is guilty of a misdemeanor.”

All keys issued by the West Valley-Mission Community College District remain the property of West Valley-Mission Community College District. District keys are subject to recall at any time as deemed necessary by the Colleges and or District Administration. Upon separation from the District, all keys must be returned to the respective Campus Facilities Office. Employees are not permitted to transfer keys to anyone. No exceptions will be granted unless described in the procedures. Any District Keys found should be promptly turned in to the District Police Department.

For further information/assistance, please contact the District Facilities Office.
II. PROCEDURES

In compliance with the Board of Trustees’ policy, the following procedures have been developed to ensure the security of District property.

A. New Key Issuance & Card Clearance

1. Keys and locks are issued or changed by the District Facilities Maintenance Office located in the District Offices at the West Valley College campus.

2. Key requests and Smart Card clearances will not be taken via telephone, email or written form.

3. All Key Requests and card clearances must be generated from the department Senior Office Coordinator, Division Chair or other designated Administrator. All requests must be submitted online using the Facilities/I.S. Work Order System. (For detailed instructions on submitting work orders, please see the District Facilities website).

4. Keys and card clearances will be issued to all employees per approved request. Requests may take up to 10 days to process. Keys/clearances may be issued to some temporary Part-Time employees (certificated or classified) to address exceptional circumstances. (Further approval is required from an Administrator or designee)

5. Keys and Smart Card clearances shall not be issued to student assistants.

6. Key Users must receive their keys in person at the Facilities Office located at West Valley College or Mission College. Valid identification must be presented at the time the keys are issued. (Valid identification includes a valid state issued driver’s license or a valid WVMCCD employee ID card.

Mission College Keys
Keys at Mission College may be picked up on the following days of the week at the Mission College Facilities Office.

- Tuesdays
- Thursdays

For further information/assistance, please contact the District Facilities Office.
7. Prior to receiving the key, the employee will be required to complete and sign a Key Control Identification Card consisting of the following information of record:

- Name of person issued key
- Employee College ID Number
- Division/Discipline
- Certificated/Classified employee
- Full-Time or Part-Time Permanent
- Type of key(s) issued
- Amount of key(s) issued
- Key number
- Date of issuance
- Date Key(s) returned

By signing the key card, the recipient agrees to abide by the District Key Policy and agrees to adhere to all the terms and conditions listed. Once completed, the signed Key Control Identification card(s) will be kept at the District Facilities Office for inventory, periodic audit and for identification/record purposes.

B. Replacement/Duplicate of Original Keys

1. Lost/Stolen Keys

   Administrators, faculty and staff will not be required to pay for initial authorized key(s) but will be required to pay a fee for replacement of keys that have been lost or stolen.

   If a key has been lost or stolen, it’s imperative that due diligence has been followed in searching for the key(s), before a new request is submitted. Employees who have lost their key(s) should immediately report the details of the loss to the Campus Police Department located respectively at each college. The police department will provide a case number for the lost key(s). A new key request containing the police case number must be generated from the Department Chair/Senior Office Coordinator and should be submitted through the online Work Order System.

2. Key Fees

   A $10 (per key) replacement fee will be assessed to the authorized key holder should a key be lost or stolen. If the lost key(s) are located after replacement key(s) have been issued, excess keys shall be returned to the Campus Facilities Office. There will be no refund of replacement fees for keys that have been reported lost or stolen and are later recovered.

For further information/assistance, please contact the District Facilities Office.
3. Lost/Stolen ID Smart-Cards

Employees are expected to take good care of the ID cards issued to them. If cards are lost or stolen, please contact the District Police department immediately before obtaining a replacement. A $10 card replacement fee will be assessed to the authorized Smart Card holder. The fee is non refundable.

4. Damaged Keys
Broken or worn out keys will be replaced at no charge. A Facilities Work Order must be submitted and the damaged key must be returned to the appropriate Campus Facilities Office before a new key is issued.

5. Duplication
District employees are not allowed to duplicate District keys for any reason. (See California Penal Code, Section 469 on first page)

C. Change of Assignment/Work Location

Employees changing job assignments, work location, or transferring from one District site to the other, must return their key(s) to the Campus Facilities Office at the time the change becomes effective. (See Return of Keys in Section D). New keys will be issued for the employee’s new work location upon receipt of a new work order submitted online through the Work Order System. (See New Key Issuance, Section A).

D. Return of Keys

All keys must be returned to the Facilities Office at West Valley College or the Mission College Facilities Office upon termination or departure of the employee. Departure of employees may include but is not limited to retirements, resignations, reassignments and terminations. When an individual's need for a key no longer exists, whether as a result of termination of employment or other reasons, it is the responsibility of the employee to make sure all keys issued to them have been returned.

Human Resources is responsible for distributing and verifying District exit checklists. The signed form indicates that departing employees have turned in all of their assigned District keys. This clearance will be required prior to final paycheck distribution.

For further information/assistance, please contact the District Facilities Office.
E. **Smart-Card Clearance**

1. Division/Department Chairs or Senior Office Coordinators are responsible for submitting card clearance requests via the Facilities/IS Online Work-Order System.

2. All Clearances will remain active until either of the following occurs:
   - A Work Order is submitted requesting the expiration of the clearance
   - Separation of the employee from the District
     (See Section D Return of Keys above)

F. **High Security Keys**

All employees are to be issued keys that will give them access to their work areas only. In some cases, an employee may require access to other areas in which high security keys may be issued. High Security Key issuance will be approved on a case-by-case basis by the VP of Administrative Services, the College President or the District Facilities Manager. High Security Keys include: GM-2, GM-20, GGM, and A-Master keys.

G. **Access to Buildings by Outside Contractors**

The Facilities Department will make arrangements with outside contractors requiring building access and all lock work will be coordinated by the Facilities Managers with the District Locksmith.

Special keys may be loaned to authorized outside service personnel, subject to the approval of the Director of Facilities or his/her designee at either college. Loaned keys must be returned at the end of the workday or contract period (whichever occurs first). The District reserves the right to request a key deposit in the amount of $250 from such contractors as deemed necessary. The key deposit shall be in the form of a check made payable to WVMCCD Facilities. Such key deposit will be returned upon proper return of the key(s).

H. **Emergency Keys**

Emergency keys are available for one time use only. Employees who need assistance in accessing rooms on an emergency basis may check with one of the following:

- Senior Office Coordinators
- Office of Instruction
- Office of Administrative Services
- Custodial Staff
- Evening/Weekend Supervisor
- Facilities/Maintenance Manager

*For further information/assistance, please contact the District Facilities Office.*