

17.1.1 Physical Key Control

To provide security for Victoria College facilities and to provide for the administration and control of keys, the following procedures for key use and issuance apply:

The Campus Police and Security Office is responsible for issuing and retrieving keys. They will maintain the central key-control file and records, authorize the distribution of keys, and authorize reproduction of keys as needed.

Employees will be issued keys deemed necessary by their supervisor, in consultation with the Campus Police and Security Office.

Personnel to whom keys are issued must:

- Maintain security of any key issued
- Report loss or theft of keys to the Campus Police and Security Office
- Return all keys to the Campus Police and Security Office on demand or upon termination of employment
- Not duplicate campus keys
- Close and lock doors to their offices, buildings, and other secure areas

An employee must not loan or give keys to anyone else without specific approval by their supervisor and Campus Police and Security. Any employee authorized to loan keys to third parties is responsible for collecting and returning the loaned keys when no longer needed.

Procedures

1. Upon hiring, change in employment responsibilities, or change in physical locations, an employee should present to the Campus Police and Security Office a Key Request Form signed by his/her supervisor.
2. The Campus Police and Security Office will issue the keys necessary to provide adequate access with effective security. Employee will sign a Key Distribution Form.
3. When changing responsibilities or locations, employee will return to the Campus Police and Security Office any keys no longer required.
4. Upon termination of an employee, the supervisor, or Human Resources as requested by supervisor, will collect the employee's keys and return them to Campus Police and Security.

Campus Police and Security Office may authorize duplication of keys by submitting a Maintenance Request to the Physical Plant. Upon duplication, keys will be delivered to the Campus Police and Security Office for distribution to the employee.

Loss or Theft of Keys

Loss or theft of keys should be reported immediately to the Campus Police and Security Office.

Lock Changes, New Keys, and Special Security

The Campus Police and Security Office, in consultation with the VP of Administrative Services, will determine if lock changes or other measures are required in the event of lost or stolen keys, or in other instances of special security risks.