



## KEY ISSUANCE POLICY AND PROCEDURE

1. A Key Request Voucher must be submitted for each key(s) requested. The form must be completed in full indicating who the key(s) are for, the period of time the key(s) are needed, and the rooms or buildings to be accessed.
2. Approval for a key requisition must come from the immediate supervisor, director, or dean of the individual requesting the key. The supervisor, director, or dean may only approve key requests for buildings that they are responsible for. If the room and/or building are under the primary supervision of another supervisor, director, or dean, then an approval signature must be obtained for that supervisor, director, or dean as well.
3. Keys will be issued only when individuals need access to an area for their job function. Employees shall not loan keys to other employees, students or members of the community except in very rare circumstances.
4. Keys will be issued to individuals only and will not be issued in the name of a department or office. Individuals requesting keys must make direct contact with the Facilities office, Bldg 4100, in order to sign the key requisition form and receive the key(s). The Facilities office is responsible for coordinating key cutting, door lock changes, and key assignment records. Any unauthorized duplication of district keys may result in disciplinary action. (Violation of Penal Code, section 469)
5. Employees, who terminate employment with the district through resignation or retirement, must return their assigned key(s) to their Center/Department office or the Facilities office on or before last day of employment. Employees will be held responsible for the expense to change the locks on rooms or buildings for keys not returned.
6. Continuing part-time instructors/staff must relinquish key(s) at end of each semester or request reissue for subsequent semesters. Retirees who work on a part-time basis for the district will be re-issued key(s) appropriate for their part-time employment.
7. Anyone who loses a key(s) must immediately report the loss to his or her supervisor, director, or dean and the Facilities office (707-256-7580). Anyone with knowledge of improper access to or use of the district keys should report the information immediately to his or her supervisor, director, or dean and Campus Police.
8. Surrender any and all keys upon demand of an authorized agent of NVC.