

ARTICLE VIII

MANAGEMENT AND CONTROL OF KEYS

7800. MANAGEMENT AND CONTROL OF KEYS

The safeguarding of assets of the District shall included the control of keys to the facilities of or used by the District. The management and control of keys shall be the responsible function of the Chancellor at the District Office and the College Presidents at their respective campus locations. In the implementation of this policy appropriate technical support personnel should be provided to each location.

7800.10 Delegation of Authority

The authority for the management of keys may be delegated to a designed administrator and shall only include a Vice Chancellor or Vice President.

Adopted 12-17-86

7800.11 Written Location Policies

A written policy on a key control/management system will be developed by the Chancellor and each College President, or their designees, regarding the distribution, retrieval, and safeguarding of keys. Such written policies for each site shall include, but are not limited to the following, based on the key system, building designs, and requirements of the local site:

- a. The use of key authorization cards issued for each key disbursed.
- b. The distribution and issuance of keys only whenever essential and necessary.
- c. The development and maintenance of records related to the issuance, replacement, and return of keys.

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- d. The use of a signature authorization form for those administrators authorized to issue keys.
- e. The immediate reporting of lost keys to the Campus Safety and Police Offices.
- f. The inclusion of a key return procedure whenever an employee changes assignments, resigns, retires or is terminated.
- g. A prohibition against unauthorized lending or duplication of keys.
- h. Distribution of the key policy to each employee receiving a key with forceful direction on the personal responsibility of safeguarding the key and District assets under the security of the key.
- i. An annual review or accounting of the local key policy, practices, and inventory.
- j. Disciplinary action for employees who fail to comply with the key policy of the location.

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7800.12 A copy of each key policy developed by all locations shall be disposed and on file in the Chancellor's Office.

Adopted 12-17-86

7800.13 Unauthorized Making, Duplicating or Possession of Key to Public Building.

Pursuant to Penal Code 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 a building or other area owned, operated, or controlled by the 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.

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