

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 4	DIRECTIVE NO. C5
	ORIGINATOR Physical Resources Dept.	
	APPROVED BY President's Executive Committee	
TITLE KEY CONTROL POLICY	EFFECTIVE DATE 1995.02.07	REPLACES 1991.10.03

PREAMBLE

In order to protect College assets and to ensure authorized access to facilities, it is necessary to control the use and distribution of keys. The "Key Control Policy" is a measure intended to help meet this objective.

POLICY

1. The Manager of Protection Services or his/her delegate is the sole approving authority for the production and issue of keys or the alteration/installation of locks and the Director of Physical Resources is the sole approving authority for exception to this policy:
 - 1.1 All keys and locks are the property of the College. Keys are to be returned when requested or no longer required;
 - 1.2 All keys and locks are under the Mandate of Physical Resources. Transfer or reproduction of keys and installation or removal of locks by unauthorized staff is strictly prohibited;
 - 1.3 Requests for keys are to include justification for issuance and be approved by the appropriate authority;
 - 1.4 Any loss or theft of a key must be reported to the Manager of Protection Services immediately, using the Occurrence Report form. Rekeying or reissue of keys for the affected area will be the financial responsibility of the user department;
 - 1.5 Employees are responsible for the diligent care of any keys allocated to them (see 1.4 above). They will not give possession of keys to any other person and will not allow any copy to be made;
 - 1.6 Employees terminating their employment with the College will return their keys as part of the Human Resources release process;

1.7 Distribution:

- 1.7.1 *Individual Keys:* Key opening one lock. Distribution to all staff who need access to one to six areas within a department's jurisdiction.
- 1.7.2 *Department SubMaster:* Key opening all of the locks of one area of a department. Distribution is limited to full-time staff who require frequent access to a large portion of areas within department's jurisdiction.
- 1.7.3 *Department Master:* Key opening all the locks of all the areas of a department. Distribution is generally limited to Chairpersons, Managers and Department Heads or their designates who require frequent access to all areas within department's jurisdiction.
- 1.7.4 *Building Masters:* Key opening all the locks of all the departments within a building. Not for distribution. Use is limited to authorized personnel.
- 1.7.5 *Exterior Master Keys:* Key opening all the locks on all exterior doors of all the buildings of a campus. Not for distribution. Use is limited to authorized Physical Resources personnel.
- 1.7.6 *Grand Master:* Key opening all the locks. Not for distribution. Use is limited to emergencies.
- 1.7.7 *Control Key:* Key used to remove the core of a lock on all locks. Not for distribution. Use is limited to locksmith repairs.

PROCEDURES**1. Request for keys**

- 1.1 Any employee requiring a key, should complete a "Key request form" (S1) available at the local Physical Resources Service Office, sign and submit it to their immediate Supervisor;
- 1.2 The immediate Supervisor will indicate the justification, sign and send it to the appropriate level for authorization;
- 1.3 Following authorization the request will be forwarded to the local Physical Resources Service Office;
- 1.4 It is the responsibility of the appropriate authority declining a key request, to inform the employee;
- 1.5 The Physical Resources Service Office will forward the request to the Manager of Protection Services;

- 1.6 If the Manager of Protection Services declines the request, the reasons will be indicated on the "key request form" and returned to the appropriate authority;
- 1.7 If the Manager of Protection Services approves the request, a work order will be prepared for the key to be cut;
- 1.8 The Manager of Protection Services will verify the key and send it to the Physical Resources Service Office for distribution;
- 1.9 The Physical Resources Service Office will notify the requisitioner that the key is ready to be picked up from the local service office;
- 1.10 The requisitioner must sign a "key allocation form" (S2) upon receipt of the key;
- 1.11 Keys not picked up within a week of notification will be returned to the Manager of Protection Services.
2. Loss or Theft of Keys
 - 2.1 Employees suffering the loss or theft of a key will complete an occurrence report (S3) and send it to their campus security office immediately;
 - 2.2 If required by the user, the Manager of Protection Services will cost the recording of the compromised area, complete a "Request for service and Authorization for Charge Back" form (S4) and forward it to the responsible authority for approval;
 - 2.3 The Dean, Director, Manager or Chairperson will approve replacement costs and return it to the Manager of Protection Services;
 - 2.4 Upon receipt of the approved documents, the Manager of Protection Services will prepare a work order to rekey the affected area;
 - 2.5 Employees requiring keys to be replaced will follow procedure 3.1.
3. Termination/Resignation
 - 3.1 Employees leaving the College will bring their keys to their campus Physical Resources Service Office;
 - 3.2 The Physical Resources Service Office will verify with Protection Services that all keys charged out to the employee are included;
 - 3.3 If the employee does not return all of their keys, an occurrence report will be completed prior to issuing a receipt (S5) for keys returned;

- 3.4 The Physical Resources Service Office will forward the occurrence report to the Manager of Protection Services;
- 3.5 The Physical Resources Service office will issue the employee with a receipt for the keys returned and note on the receipt that an occurrence report has been completed for keys missing;
- 3.6 The employee is required to attach the receipt for keys (S5) to the termination form Human Resources has provided the employee, for the release of final pay.
- 4. Department Transfer/Sabbatical
 - 4.1 Employees who are transferring to a new department, or being seconded or leaving on a sabbatical will follow the procedures in 3.3 with the exception of 3.3.6;
 - 4.2 If keys are required for the change of an employee's location procedure 3.1 should be followed;
 - 4.3 Any new request for keys as a result of the type of movement as described in the above will be held until the keys belonging to the employee's previous location are returned.

(original signed by)
Director, Physical Resources

(original signed by)
Vice-President, Finance & Administration