

Davis Technical College

Key and Access Security Policy

Effective Date: April 24, 2023

Administrative Policy

Expanded President's Council Approval: April 24, 2023

1. Purpose

This policy and procedure are intended to provide a reasonable level of access and security of personnel, buildings, property, and equipment while maintaining Davis Technical College ("The College") operations.

2. Definitions

- 2.1. **Electronic Key Access** – Allows entrance to some College facilities with an electronic key.
- 2.2. **Electronic Key Box** – A box located in each building that contains a set of keys and electronically records who removed and returned keys.
- 2.3. **Fitness Center Access Key** – An electronic key that allows entrance to the fitness center.
- 2.4. **Normal Business Hours** – Opening at 6:00 a.m. and closing at 10:00 p.m. Monday through Thursday. Opening at 6:00 a.m. and closing at 6:00 p.m. on Fridays. Closed Saturdays and Sundays, as well as recognized federal and state holidays.
- 2.5. **Recreational Use** – Any activity or event that involves social gatherings, exercising and/or personal fitness, any use of the College's tools or machinery, or that are Offenses Against the Administration of Government. (See Utah Code [76-8-402](#))
- 2.6. **Tenants** – Community partners who lease or have been granted access to College buildings by College Administration. Examples of tenants include, but are not limited to Career Path High, Lincoln Electric, Weber State University, etc.

3. Policy

- 3.1. Persons to whom keys are issued shall use the keys in accordance with is policy.
 - 3.1.1. Electronic and hard keys will be issued to employees on an as needed basis depending on their typical job responsibilities.
 - 3.1.2. Directors may grant employees additional access on a case-by-case basis.
- 3.2. Non-employee contractors will be provided with an electronic key and access to the electronic key boxes.
- 3.3. Lost keys shall be reported to the Security and Risk Management Office immediately.
- 3.4. Primary College entrances will be unlocked during normal business hours.
- 3.5. Security personnel shall ensure that all entrances and exits to all buildings are locked at the end of each regular workday.
- 3.6. All exterior doors will remain locked outside of normal business hours.
 - 3.6.1. Employees may access campus facilities outside of normal business hours provided that they comply with the following:

- 3.6.1.1. Obtain permission from their director,
- 3.6.1.2. Employees shall not use any campus facilities, equipment, or other items belonging to the College for recreational use, and
- 3.6.1.3. Employees shall not use any campus facilities, equipment, or other items belonging to the College for business purposes outside of their employment with the College.

3.6.2. Employees, tenants, and those who access the building outside of normal business hours, including those teaching any Friday evening and Saturday courses, assume all responsibility for ensuring that the building is secure prior to leaving.

3.6.2.1. Employees and tenants, at a minimum, shall verify that all the exterior doors are locked by pulling on all the doors from outside the building prior to leaving.

3.6.2.2. If an employee or tenant is unable to secure the building, that employee shall not leave the College until maintenance and/or security arrive onsite.

3.7. Employees are responsible for the safeguard and return of all issued keys.

3.8. Employees are responsible for the security of their own work area.

3.9. Keys shall not be transferred from one person to another.

3.9.1. Duplication and the transfer of keys other than by the College's Security and Risk Management Office is strictly prohibited.

3.9.2. Any person who knowingly makes or duplicates any College key in any manner not authorized by this policy will be subject to disciplinary action.

3.10. When an employee's need for a key no longer exists, whether because of termination of employment, change of department/responsibility or other reason, it is the responsibility of the employee and/or the employee's supervisor to collect all issued keys and return them to Human Resources or the Security and Risk Management Office.

4. Electronic Key Cabinets

4.1. Employees can use their electronic key cards to access electronic key cabinets to check out keys.

4.2. An employee shall not transfer keys taken from any electronic key cabinet to another person.

4.3. Employees are responsible for all keys taken from any electronic key cabinets.

4.4. Employees shall return the keys to the same electronic key cabinets once no longer needed or at the conclusion of their shift, whichever comes first.

4.5. Except for fleet vehicles, keys taken from any electronic key cabinet shall not leave campus.

5. Fitness Center

5.1. Fitness Center access requires an approval Fitness Use Waiver form.

5.2. Access to the Fitness Center will be limited to the normal business hours as outlined in section 2.5.

6. Key Replacement

6.1. A Key and Access Request form must be completed in the same manner as the issuance of the original key to replace a lost, stolen, or damaged key.

6.2. All persons may be financially responsible for the cost to replace and/or rekey any and all locks due to loss, theft, or damage of keys.

6.3. If a previously reported lost or stolen key is found, the key(s) shall be returned to the Security and Risk Management Office immediately.

7. Lock Repair, Replacement and Re-Keying

7.1. Notwithstanding the penalties associated with section 6, the cost of repairing locks is the responsibility of Facility Services.

7.2. The cost of replacing or re-keying locks for the convenience of a department will be the responsibility of the department.

8. Approval and Notes

8.1. Prior version approved 1/9/2012, 06/11/2018