

INFORMATION FROM THE CAMPUS POLICE DEPARTMENT REGARDING SECURITY

General Information

The Director of Public Safety/Chief of Police is authorized by the college's Board of Trustees and the administration to promulgate rules regarding college locks, keys, alarms, room security, etc. The following police department procedures are currently in place regarding such matters.

Keys

Keys are controlled and managed by a Key Control Officer (KCO) in the campus police department. The campus police utilize the services of a local contractor to maintain the college keying system. Keys are issued to new employees by the campus police and are considered to be college property. Keys will not be issued to part-time employees. A record is kept of the issued keys and the keys must be returned to the campus police department when the employment relationship is terminated for any purpose. Employees who request keys, alarm codes, or key combo codes for high-security areas, or who hold any pass key or master key, must be background checked before said keys are issued. Any and all key requests must be made in writing to the campus police department. A campus police incident report is required when any college key is lost or stolen. A report is required before replacement keys will be issued. There may be a service fee, chargeable to the requesting department, for replacement keys, changing of locks, or other repair services. College employees may not duplicate keys.

Changing Keyways and/or Keys

A written request to the Chief of Police from a Dean or Director is required to change a keyway or key. See Board of Trustees Procedure CP71-02 for further information concerning lock and key procedures.

Locking/Unlocking Doors

Requests to unlock college doors for a period of time (e.g., the entire term, every Saturday, etc.) must be made in writing by the appropriate Dean or Director to the Chief of Police. Due to other considerations, such as unexpected emergencies or requests for service, there are no guarantees that campus police personnel will be able to adhere to any such request. This being the case, employees are encouraged to unlock and lock their own work areas whenever possible.

Safety Suggestion

Please keep your office door closed and locked, and your personal items locked up,