ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 3502 Door Access Procedure

PURPOSE
In order to maintain security and safety for staff, faculty, and students, and to protect college buildings, equipment, and other facilities, all employees will follow the protocols and policies for control of keys and access cards (also known as "key cards" and "access cards") and have the responsibility to ensure college property and college- controlled property are secure.

AUTHORITY FOR KEY AND ACCESS CARD ISSUANCE
Issuance of keys and access cards to employees is based upon work-related need for entry to specific areas of campus. Facilities is responsible for administration of the key policy and tracking of all keys and access cards issued.

Facilities is responsible for maintenance of all door hardware, locksmith services, maintaining the overall keying structure of buildings, and providing the Campus Safety Office with up-to-date facility key maps.

Any open room needs to be under the control of a college employee or designated representative. The employee vacating a room shall ensure the room is locked.

KEY/ ACCESS CARD ISSUANCE PROCESS
Employees who require keys or access cards to college facilities must have the division/department lead complete and submit a Key/Access Card Request form indicating the rooms/buildings to which access is required.

The Facilities Office issues the approved key and/or access card normally within 2-3 business days of receiving the authorization. Upon key/access card pick-up, information and identification will be verified and keys/access card signed out to the person responsible for them. Keys and access cards are issued from the Facilities Office only.

Keys and access cards generally will not be issued to students or non-employees of the college. Directors/deans may request issuance of keys/access cards to student employees only when the requirements of the job regularly necessitate the issuance of keys and the student, who, by the nature of employment status, has the normal employer/employee relationship, including liability and workers' compensation insurance coverage. Key/access cards may be requested for students whose athletic program or program of study requires use of an area that is controlled by SWOCC's access control system and when access is necessary outside of normal building operating hours; which is considered to be thirty minutes before the start of the campus work schedule (7:30 am) and thirty minutes after the end of the campus work schedule, last class, or scheduled event (9:30 pm).

CONTRACTOR ACCESS
Individuals contracted to perform services for SWOCC may check out a key for the area to which they need access from the Facilities Office. However, keys must be returned at the end of each work day or when work is completed, whichever is first or agreed upon between the college and contractor.

In buildings controlled by access control, an access card request must be submitted with hours and days of access required, as well as specific buildings/rooms. Authority for access card issuance will be by the division dean or department director.

SPACES LEASED TO EXTERNAL AGENCIES
Employees of partner agencies leasing SWOCC-owned facilities or spaces will coordinate with the Facilities office to receives Keys/Access Cards to their area.

When an agency employee is terminated or leaves, the agency supervisor is responsible to collect the employee's key or access card and return it to the colleges Facilities Office.

KEY/ACCESS CARD RETURN PROCESS
Keys and access cards will be returned to the Facilities Office. Keys/access cards no longer in use should be returned promptly.

KEY/ACCESS CARD TRANSFER POLICY
Keys and access cards shall not be transferred. Key or access card transference from one person to another does not absolve the signed key holder of responsibility. Keys and access cards shall be returned to the Facilities Office and then reissued to the appropriate, approved party using key/access card issuance procedures.

KEY/ACCESS CARD HOLDER RESPONSIBILITY
Lost or misplaced keys and access cards are a serious threat to college security. Persons issued college keys or access cards are responsible to safeguard these against loss or theft. Should loss or theft occur, the incident must be reported to the Facilities Office immediately. Keys/access cards loaned to other people are still the responsibility of the signed key/access card holder. Any staff person possessing keys that have not been authorized is subject to disciplinary action through human resources.

LOCKING DEVICES
No locking devices shall be installed on college doors independent of the college keying system unless previously authorized in writing by the facilities director.

BUILDING OPENING AND CLOSURE PROCEDURES
<u>Coos Campus</u>
With the exception of student housing, standard exterior campus hours are from 6:00 AM to 11:00 PM. College roadways will be closed outside of these hours, and during certain campus closures. Buildings are typically scheduled to open no later than thirty minutes before the start of the campus work schedule, first class, or scheduled event. Similarly, buildings are scheduled to close approximately thirty minutes after the end of the campus work schedule, last class, or scheduled event. Special permission must be obtained to access college roadways or buildings outside of these hours.

<u>Curry Campus</u>
The exterior campus operating hours are from 7:00 AM to 10:00 PM. College roadways will be closed outside of these hours and during certain campus closures. Typically, the campus building is scheduled to open at 8:30 AM on normal class days. The building will close approximately thirty minutes after the conclusion of the campus work schedule, last class, or scheduled event. Access to college roadways or building outside of these hours requires special permission.

On weekends and closure days, exterior doors will be unlocked and locked according to events scheduled with Facilities. The campus safety officer-on-duty will respond to requests for door unlocks by staff/faculty. Officers will verify the identity and authorization of the person requesting access before opening any door.

Approved: August 28, 2024