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Approved: Cheryl Thompson-Stacey	
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## ACCESS CONTROL POLICY

### 1.0 Purpose

To have an access control program that will provide access security to college facilities by use of keys and locks.

### 2.0 Revision History

Effective Date

### 3.0 Applicability

This policy applies to all Lord Fairfax Community College (LFCC) faculty, staff and administration.

### 4.0 Policy

Access control is absolutely essential in providing adequate security for Lord Fairfax Community College facilities and activities. All personnel must closely adhere to the policies and procedures outlined in this document. All building keys, mechanical and electronic, remain the property of the College and must be returned upon termination or transfer, etc. Failure to return the keys will subject the individual to penalties and restrictions outlined elsewhere in this document. The Campus Chief of Police will have the principal responsibility for administering the Access Control Program for administrators, faculty and staff at all LFCC campuses. The keys issued to faculty and staff is for their official use on the LFCC campuses.

### 5.0 Definitions

**Keys:** For the purpose of this policy the term key includes all keys, mechanical, or electronic and any other device issued by the college for the purpose of securing or unlocking any space owned, controlled, or operated by the college

## **6.0 Responsibilities**

The Chief of Police will have the principal responsibility for administering the Access Control Program for administrators, faculty and staff at all LFCC campuses.

Campus Police and Security is responsible issuing, auditing and receiving keys and keeping key issuance records for current and terminated employees.

Key Holders: It is the responsibility of each individual issued a key(s) to adhere to the procedures outlined in this policy.

## **7.0 Procedures**

1. Keys will be issued by the Vice President of Financial and Administrative Services office based upon receipt of a properly completed Key Request Form. These forms are available from the Vice President of Financial and Administrative Services office and submitted to Campus Police and Security for processing. The following policies and procedures apply in initiating and processing Key Request Forms.
  - a. An official “need to enter” on a recurring basis will be the standard for evaluating all key requests.
  - b. Multiple keys will not be issued in the name of one individual for the purpose of distributing them out to other individuals. Persons signing out keys will be responsible for all keys signed out in his/her name.
  - c. Authorization to sign key requests is limited to the college president, vice presidents or designee. The delegation of this authority is limited to personnel under the direct budget and operational control of the individual doing the delegating.
  - d. Authority to hold a Grand Master key to all locks of the system will be limited to the Vice President of Financial and Administrative Services or his/her designee, the Chief of Police, Facilities Director and the President or his/her designee for use in carrying out their specialized official duties.
  - e. Authority to hold a Master key or Sub-master Key for all of a building or all of a system segment will be limited to vice presidents, deans and directors who have an entire building or system segment under their control. Authority may be given to technicians designated as requiring special after hour’s access as well as custodial, maintenance, police and security personnel who have a continuing “need to enter” when occupants are not available to let them in.
  - f. Authority to hold Sub-Master keys for parts of a building or parts of a system segment will be limited to the following individuals:
    - (1) Faculty, full-time staff, and adjunct faculty. Also, part-time staff in special situations and visitors for several days (auditors, etc.) may also be designated this authority.

- g. Authority to hold exterior door keys to buildings will be limited to campus police/security and maintenance/custodial personnel who routinely have a need to enter and unlock/lock exterior doors. Exterior door keys to buildings will be limited to for technicians, and administrators having a frequent official need for after-hours access. All others requiring after-hours access to buildings will call campus police at 540-868-7233 for the Middletown campus and 540-351-1555 at the Fauquier campus to arrange access.
  - h. The changing of key assignments from one employee to another will be accomplished in the following manner:
    - (1) The key is returned to Campus Police where the signature of accountability is canceled and a receipt issued upon request.
    - (2) The key is reissued to another employee following the procedure of issuing a new key. Vice Presidents may transfer a key by processing the Key Request Form and checking the box marked key transfer. These forms may be found at the Vice President of Financial and Administrative Services office.
    - (3) Keys must be reassigned or returned in order for the Exit Clearance form to be completed on the individual terminating and should not be held in the department without proper transfer to an individual.
  - i. The changing of key assignments due to an office move will be accomplished in the following manner.
    - (1) The key for a new office will be issued following the completion of a Key Request Form indicating an office move.
    - (2) The key to the vacated office must be returned to Campus Police immediately following completion of the office move.
  - j. Students are not issued keys to LFCC facilities.
2. Prior to termination, whether voluntary or involuntary, and receipt of their final paycheck, all administrators, faculty, adjunct faculty, staff and part-time employees will return all building and office keys for which they are responsible to Campus Police no later than their last day of employment. Supervisors will complete a Fixed Assets Checklist Form, indicating all keys have been accounted for. A charge of ten dollars (\$10.00) may be levied for replacement of lost keys and for each key that is not returned or for which proper accounting was not made.
  3. When an employee begins leave without pay for a period of four months or more, keys normally relinquished at the onset of the leave, at the discretion of the department head, may remain in the custody of the department head and reassigned to the employee upon return to active status. In such instances, the department head will make an appropriate notation on the Fixed Assets Checklist Form as it is processed.
  4. Possession or duplication of certain keys.
    - a. No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or a department, division, agency

- or political subdivision thereof, without receiving permission from a person duly authorized to give such permission to possess such key (Code of Virginia § 18.2-503). Violation of this section shall constitute a Class 3 misdemeanor.
- b. No person, without receiving permission from a person duly authorized to give such permission, shall knowingly duplicate, copy or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia, or a department, division, agency or political subdivision thereof (Code of Virginia § 18.2-503). Violation of this section shall constitute a Class 3 misdemeanor.
5. The loss (or discovery) of a LFCC key will be reported immediately to campus police. The following additional procedures apply:
    - a. Within five (5) work days of the report, the key assignee will render a written report to his/her department head and to the Vice President of Financial and Administrative Services, outlining circumstances of loss and affirming that if the key is recovered, it will be returned.
    - b. A replacement key will not be issued until the required written report cited above is received and approval is granted to issue a duplicate key.
    - c. It is the department's responsibility to see that employees follow proper procedures in returning keys to Campus Police upon termination or transfer.
  6. Normally, all keys and lock cores should be changed, or at least evaluated for change, at intervals not exceeding five years. Condition of keys and cores, number of lost keys, current and planned use of space, security problems and current and future security needs are some of the more important factors to be considered in deciding when keys and cores should be changed. Movement of a department into a space previously occupied by another activity usually justifies changing keys and lock cores at the time the move is made.
  7. Lock change requests must be submitted in writing to the Office of Financial and Administrative Services, outlining the building, space and doors where changes are desired, reasons for change and fund account(s) to which costs are to be charged.
  8. When a higher degree of security for funds, security, records, etc., is needed, the Office of Financial and Administrative Services will be notified and assistance will be provided in determining the level of security needed. A Key Request Form authorizing entry to these areas must be completed, and it is imperative that the number of keys issued be restricted to the absolute minimum essential to the operation.
  9. Campus Police will conduct an annual inventory of all department key accounts to determine that proper accountability of keys is being maintained.

## **8.0 Sanctions**

Failure to comply with the terms of this policy will result in disciplinary action by the appropriate College official. Failure to return the keys will subject the individual to penalties and restrictions outlined elsewhere in this document.

## **9.0 Interpretation**

The authority for interpretation of this policy rests with the Vice President of Finance and Administrative Services.

## **10.0 Authority/Reference**

Code of Virginia § 18.2-503