

UNITED TRIBES TECHNICAL COLLEGE

Policy Approval Request

Section I: Approval

1. Title: Key Policy, Section 3-8

2. Approvals:

Recommended for approval by the UTTC Administrative Council:

(sign) Katina DeCoteau (date) 9-19-17

(print) Katina DeCoteau

Chairperson, UTTC Administrative Council of Vice Presidents

Approved:

(sign) Dr. Leander McDonald (date) 9-19-17

Dr. Leander "Russ" McDonald, President, United Tribes Technical College

3. New or Current Policy: Current

4. Author(s) of this Policy: Steve Shepherd

5. Date the Policy is to be Reviewed by Administrative Council:

6. Tentative Effective Date by Board of Directors:

7. Department Responsible for Administering This Policy:

Section II: Summary

The proposed changes will shorten Section 3-8 of the UTTC Employee handbook.

Section III: Rationale

Current policy is text heavy. It also has incorrect titles, information, inconsistencies and is lengthy.

Section IV: Policy

3-8 Key Policy and Procedure

Purpose

The United Tribes Technical College (UTTC) Facilities Department provides key control for all college faculty, staff and students.

General Provisions

All keys are issued by the UTTC Facilities Department and shall remain the property of UTTC. Each building will have a separate master key and as many sub-master keys which necessary to accommodate the departments within.

All mechanical, equipment and custodial rooms will be keyed separately from the building master.

UTTC Security shall have the authority to confiscate any duplicated key(s). Any person in violation of this policy may have their key privileges revoked and may be subjected to further discipline in accordance with UTTC policies and procedures.

It is a violation of this policy to tamper with, change, add to, or alter any UTTC installed locking system by anyone other than Facilities; this includes the installation of any locking devices or hardware. Unauthorized devices and hardware will be removed by Facilities Department. The party responsible for the room will be charged for all costs incurred in removing unauthorized devices and/or hardware.

Non Master Keyed Locks

Under special circumstances individual rooms may be keyed separate from a building master key system when approved by the Facilities Director or UTTC President.

Key Requests and Issuance

Faculty and staff may be issued keys to a UTTC building upon the recommendation of a Vice President via a Key Request Form submitted to the Facilities Director. No level of master key may be issued to students and only when necessary to full-time faculty or staff.

The key request form must be filled out in its entirety and signed by authorizing personnel. Keys may only be issued from the original Key Request Form.

In order to receive keys, the faculty or staff must bring their UTTC ID card when they pick up the key(s) from Facilities.

Records of all keys issued will be kept in a key tracking log which will be maintained by Facilities with the exception of Housing and the Mailroom.

Lost Keys

The loss or theft of any key must be reported immediately to the key holder's supervisor, Facilities and the UTTC Security Department.

Re-pinned key cylinder (lost, stolen, or damaged) requests will be assessed a charge of \$25.

Transfer of Keys

The transfer of keys between employees or between departments is not permitted.

Worn Keys

Individuals holding properly authorized keys may exchange damaged or worn keys at Facilities. If a key is broken in the lock, please notify Facilities or Security immediately.

Return of Keys

It is the responsibility of the Supervisor to assure that all keys are returned upon the key holder's:

- Transfer to another department;
- Termination of employment; or
- Change of assignment.

Supervisors will be notified of missing keys upon return of keys to Facilities. The Facilities Director will determine when re-keying of locks or space is required.

Contractor Access

Security or Facilities personnel will open doors when any contractor needs access. Contractors will not be issued key(s) at any time.

Lock Out procedure

UTTC Security will provide after-hour emergency access for faculty and staff members. Access will be limited to UTTC assigned offices and scheduled classrooms only. Faculty and staff should first contact their Vice President or Director for approval.

After hours' calls should be directed to the UTTC Security Department at (701) 221-1700.