

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7038

TITLE: KEY CONTROL

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

I. Purpose

To establish a system for issuing, controlling, and recovering keys for the campus

II. Procedure:

- A. Keys for opening classrooms, labs, study areas, and the like will be issued to full and part-time employees with written authorization of the respective vice president, dean, department chair, director, or coordinator. No authorization will be accepted from any lower level of responsibility.
- B. Outside building door keys and electronic access fobs will be issued on an extremely limited basis with authorization from a vice president or the president.
- C. Individual faculty and instructors will be issued key(s) for opening their assigned office and teaching areas.
- D. Final paychecks for full- or part-time employees will be withheld until all keys have been returned or properly accounted.
- E. Special circumstances will be handled on an individual basis.
- F. Isolated or one-time use of a campus facility shall be handled by having security unlock and relock the individual room and/or building.
- G. Lost or stolen keys will be reported to campus security.
- H. Duplication of College keys is absolutely forbidden.
- I. In the event an employee fails to return issued keys, the employee's supervisor will attempt to recover the issued keys and ensure that an incident report is completed and submitted to campus security.

HISTORY: Last Revised: 12/08/20

Adopted: 8/15/89

Reviewed: 1/31/05, 1/31/08

Revised: 1/22/02, 12/08/20