

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 312: Access Control

The Chief of Police shall maintain a file and a complete inventory of keys and/or combinations for all doors. Desks and filing cabinets are not included. Keys shall be returned to the Chief of Police when an employee is transferred within the College or ceases to be employed by the College. No exchange of keys or duplicates can be made by their employees or their supervisors.

## Issuance of Keys

1. The Campus Police Chief will issue appropriate keys and enable door access on ID cards for all College employees as authorized by Senior Administrators or deans for their respective areas. The campus Police Chief may confer with the Executive Director of Human Resources & Organizational Development to determine which keys should be assigned.
2. Grand Master keys will only be issued to the President, Executive Leadership Team (ELT) members, and specific IT, security and emergency plant operations personnel.
3. Master keys will only be issued to ELT members and Deans.
4. Sub-Master keys may be issued to divisional/department chairs and department administrative assistants.
5. Individual keys will only be issued to full-time faculty and staff.
6. In order to be issued a key, the employee must sign the key inventory form maintained in the Chief of Police’s Office.
7. Employees are responsible for all keys issued to them.
8. Keys for exterior doors will not be issued for buildings with electronic access.
9. Upon the request of the supervisor, exterior door access will be enabled on the ID cards of part-time employees, adjuncts, volunteers, and vendors (such as custodians), when required in the course of their duties and approved by the appropriate ELT member.
10. If, for any reason, an employee’s access card does not open a door, employees should contact the A-B Tech Police at (828) 279-3166.

## Return of Keys

1. When an employee is transferred within the College or cease to be employed by the College, it is the responsibility of the employee’s immediate supervisor to ensure that keys are returned to Campus Police. The employee or supervisor must sign the key inventory form indicating that the key has been returned.
2. Failure to return keys may result in a monetary charge up to $100 to the employee.
3. The key inventory form maintained in the Chief of Police’s office will be updated by the Chief of Police.
4. Any College keys found should be returned to Campus Police Department.

## Sharing/Transfer/Use of Keys, Access Cards, or Combinations

1. Employees shall not loan or transfer their keys or access cards to any other individual other than the Chief of Police.
2. Any person who knowingly duplicates, possesses, or uses access controlled keys, combinations, or other access control devices without the appropriate authorization will be subject to disciplinary action.
3. Employees are responsible for ensuring outside doors remain locked after normal business hours.

## Lost or Stolen Keys

1. All lost or stolen keys and/or access cards should be reported immediately to the Chief of Police and the immediate supervisor.
2. An email must be submitted by an employee’s supervisor to the Chief of Police reporting all lost or stolen keys and requesting a replacement.
3. Keys that are broken or worn out will be replaced at no charge, but must be brought to the Police department for the key to be replaced. The Police department will properly dispose of all worn out or broken keys.
4. Employees who lose keys issued to them are subject to the following fines:

* First offense: $15
* Second offense: $50
* Third offense: Employee will not be issued keys for a one-year period.
* Any offenses after the third offense will result in administrative disciplinary action.

## Unauthorized Duplicating/Replacing Keys

1. Duplicating or replacing keys through an agency, company, or private business other than the College is strictly prohibited.
2. Unauthorized key duplications may result in disciplinary action.

## Temporary Keys

1. Temporary keys and/or access cards may be issued for instructors, temporary employees, and contractors.
2. An Executive Leadership Team member must approve the issuance of keys to all Deans and Directors. Also, affected ELT members must be consulted when there is a request for keys outside of an employee’s scope of responsibilities.
3. Temporary keys will be assigned a return date. The Chief of Police will collect temporary keys not returned by the assigned date.

## Definitions:

Grand Master Key: Allows access to all classrooms and all offices in all buildings.

Master Key: Allows access to all classrooms and offices within a specific building.

Sub Master Key: Allows access into specific areas within a given building.

Individual Keys: Allow access to one room or a single space.

Access Card: An employee ID card that has been enabled for accessing campus facilities.

Owner: Vice President of Business & Finance/CFO

Updated: January 24, 2024

Pursuant to Board policy, Chapter 300, Policy 312, the access control procedure must be followed when issuing keys and permitting access to College facilities and property.