Title of Policy:  KEY CONTROL AND ACCESS POLICY

Applies to (check all that apply):
Faculty_____ Staff_____ Students ___
Division/Department____ College__X_

Topic/Issue:

Baltimore City Community College (BCCC) is committed to the health and safety of its faculty, staff and students, and in maintaining a safe and efficient workplace. BCCC is committed to providing building security and minimizing potential loss or theft of property. This key control and access policy shall be administrated with that goal in mind and in a manner that balances security requirements, need for public access, and standardize key systems to insure consistency and reduce maintenance costs.

In implementing this policy, convenience may sometimes be compromised for BCCC community members, in order to maintain required security. Each BCCC community member must share in the responsibility of assuring the highest level of security at the College.

Background to Issue/Rationale for Policy:

The policy is established to control the issuance and retrieval of keys, electronic access cards and access codes to buildings, equipment and vehicles; to offer a secured campus with minimum inconvenience to the College community; and to establish responsibility for access holders, and provide accountability for all keys and access control devices.

The Facilities Helpdesk shall maintain a current database containing records of all keys, access cards, access codes, card readers, and key request forms processed for all BCCC equipment and owned and leased facilities. The Department of Public Safety shall have access to this database in addition to maintaining the responsibility to establishing access codes and authorizing access cards.
State/Federal Regulatory Requirements (cite if applicable):

COMAR 04.04 Security of State Real Property

Policy Language:

It is the policy of Baltimore City Community College to provide access control for the protection of its community members, facilities, property, and information. All locks, keys, electronic access cards and access codes are the sole property of Baltimore City Community College and will be issued based on approval to employees and students on the basis of need and authority for access. The College reserves the right to change locks, keys, and access codes without prior notification to access holders.

Unauthorized fabrication, duplication, possession, or use of keys, electronic access cards and access codes to equipment and/or premises owned or leased by Baltimore City Community College is a violation of College policies. Keys, electronic access cards and access codes are the property of BCCC and may be recovered at any time and must be returned by employees and/or students on separation from the College.

Proposed Implementation Date: May 26, 2009

Approved by the Board of Trustees: May 26, 2009

Originator/Division: Facilities Planning and Operations