

EMCC KEY/CARD KEY REQUEST FORM

The Estrella Mountain Community College Police Department issues keys and card keys that control access to buildings, offices, and learning spaces on campus during normal operating hours: **Monday – Friday from 6:30am to 10:00pm** and closed Saturday and Sunday. College Police may provide access to College facilities outside of these operating hours.

Keys/card keys may not be duplicated, loaned or transferred to others.

Lost or stolen keys/card keys must be reported to the College Police Department immediately.

A \$10.00 fee will be charged to replace lost or stolen keys/card keys. If locking mechanisms must be replaced to maintain the safety of College property as a result of key/card key loss, authorizing departments will be charged \$25.00 per lock core.

Please print legibly or type. Provide ALL information requested.

Name _____ Department _____ Date _____

MEID # _____ Cardholder ID # _____

								CPD Use Only
BLDG	ROOM#	ITEM	NEW	Replacement	*STOLEN	*LOST	**BROKEN	LOCK/KEY #

Justification/Comments:

Key/Card Key Request Approved By _____

Department Chair/Supervisor _____ Date _____

College Police Supervisor _____ Date _____

Issued By _____ Date _____

Received by _____ Date _____

- * Stolen /lost key/card key replacement requests must have a College Police Report written.
- ** Damaged key/card key replacement requests must have the damaged key part(s) attached.

EMCC KEY/CARD KEY REQUEST PROCEDURES & USE GUIDELINES

Keys/card keys may be issued in response to a departmental or individual request with appropriate justification. Keys/card keys will be issued for spaces accessed by an employee during the performance of his/her job responsibilities. Keys/card keys are issued for the sole use of the requestor.

1. Requests are processed and approved in the following sequence:
 - a. A legible request form is completed by the requestor.
 - Replacement requests for lost/stolen keys require a copy College Police Report written to the key request form in addition to the Cashier's receipt documenting payment received for replacement(s).
 - Replacement requests for a damaged key **MUST** have the damaged key attached to the request form.
 - **Lost/stolen keys must be reported to the College Police Department immediately.**
 - b. The request form is submitted to the Department Chair/Supervisor for approval.
 - c. The request form is submitted to the College Police Department for approval.
2. If a request is denied by the College Police, the reason will be indicated on the form returned to the requestor's Department Chair/Supervisor. If the denial is supported by the Department Chair/Supervisor, the process terminates. If the denial is appealed based upon additional justification, the request is re-submitted for consideration by the College Police Commander or Sergeant. If the request is denied, additional appeals may be submitted to the Vice President of Administrative Services for final review.
3. To receive access to a new/renovated building, or when changing offices, the requester will return **ALL** previously issued keys/card keys upon vacating the space. Requests for new keys will be processed as outlined in #2 through #5.
4. The requestor will be notified when the key/card key may be picked up from College Police. The requestor will sign the request form acknowledging receipt and agreement to abide by the College's Key/Card Key Control Procedures & Use Guidelines.
5. Upon termination or contract end, keys/card keys must be returned to the College Police. **Failure to do so may result in the replacement cost of the item(s) and/or the lock(s) being deducted from your final paycheck.**
6. Employees issued keys/card keys acknowledge that they may only be used in the performance of official college business performed within their assigned duties and responsibilities. Keys/card keys may not be loaned to others. Misuse or abuse of access privileges could result in forfeiture of access privileges and disciplinary action.
7. Learning spaces Card Key Access Protocol:
 - a. All instructors will request a Staff Identification/card key. Individual card keys will be programmed to provide access to learning spaces in designated buildings based on published class calendars.
 - b. Instructors will unlock learning spaces with their card keys in designated buildings. At the end of class, and when all students have left the room, instructor will lock them with their card keys and confirm the door is closed. Instructors are responsible for College property while they are in charge of the space. Card keying in and out will provide documentation to facilitate determination of responsibility.
 - c. **Malfunctioning locks/doors and missing or damaged equipment should be reported to the College Police immediately.**

I have read, understand, and agree to abide by EMCC's Key/Card Key Control Procedures & Use Guidelines:

Printed Name

Signature

Date