

DCTC Policy 4.26 Building Security

Part 1. Policy Statement.

Building and/or laboratory, equipment and facility security is the responsibility of all college staff. The following shall be policy governing building key handling procedures as developed by college administration.

1. All keys for college building door locks shall be acquired through the college key acquisition process.
2. There shall be no independent building key transfers (from staff to staff). Keys shall be transferred through a standard process as established by college administration.
3. Building door keys shall be maintained in the possession of staff and not given to students or other unauthorized staff. Any exceptions to this must have building administration approval.
4. Lost building door keys shall be reported immediately to the Director of Operations.
5. Duplication of building door keys shall be done through building administration and by the Operation Department. Staff members shall not duplicate or have duplicated building door keys.
6. Staff needing door keys for their assigned responsibilities/assignments, etc. shall be issued the necessary keys and thereafter shall be responsible for unlocking and locking their own classrooms, laboratories, pods and office areas (security is the responsibility of all staff).
7. Terminated employees shall turn in all building keys in their possession prior to receiving their final pay check. Similarly transferring employees shall turn in building door keys prior to transferring to another location within the college. Additionally, those staff reassigned and remaining at the same building location (and not needing certain building keys for their new assignment) shall turn in all unnecessary building keys to the Director of Operations.

Part 2. Definitions. (if any, otherwise remove this section)

At end:

Related Documents:

- DCTC Procedure <# - Name>
- State & Minnesota State Policies and Procedures
- Federal & State Laws and Regulations
-

Responsible Administrator: <Administrator's Title>

Policy History:

Date of Adoption: 02/01/1996

Last Revision Date: 05/30/2017

Date most recent policy revisions go into effect: 05/30/2017

Date and Subject of Revisions:

05/30/2017 - Updated title and history and changed MNSCU reference to Minnesota State