

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	CS 009
Procedure Title:	Access Control – Keys and Electronic Locks

1. PURPOSE

- 1.1 The purpose of this procedure is to establish the responsibilities and guidelines associate with keys and electronic locks. Northwest Vista College (NVC) intent is to reduce risk by minimizing issuance of physical keys and utilize electronic badge access. This procedure addresses facilities keys and does not address auxiliary keys such as file cabinets, desk drawers, lockers, or vehicle keys.
- 1.2 The College access structure ensures appropriate access level to NVC facilities.

2. DEFINITIONS

- 2.1 Building Access Control Form: form utilized by employees and contractors to request identification badge access to NVC facilities
- 2.2 Contractor Identification Badge: physical identification badges utilized by contractors for access to electronic doors. NVC contractors are required to utilize contractor keys or contractor identification badges for authorized access to NVC facilities.
- 2.3 Contractor Key: physical key authorized for contractor use. NVC contractors are required to utilize contractor keys or contractor identification badges for authorized access to NVC facilities.
- 2.4 Electronic Door Lock: magnetic door lock requiring an ID badge to obtain access.
- 2.5 Identification Badge: physical identification badges with programmable access. ID badges are required for full-time and part-time NVC employees.
- 2.6 Keys: physical keys utilized to obtain access
- 2.7 Key Request Form: form utilized by employees and contractors to request physical keys to access NVC facilities.

3. Electronic Door Access Request

- 3.1 Electronic door locks are assigned unique identifier codes by building and room.
- 3.2 Employees or contractors requesting access to electronic door locks submit a “Badge Access Request Form” specifying areas requested. The “Badge Access Request Form” is available on the NVC SharePoint main page.
 - 3.2.1 First level review and approval: Employee access request is reviewed and approved by employee’s supervisor. Contractor access request is reviewed and approved by department coordinating vendor access.

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3.2.2 Second level review and approval: Employee access request is reviewed and approved by employee's appropriate Dean or Vice President/President. Contractor access request does not require second level approval.

3.2.3 Third level review: Access request is reviewed and approved by the Director of College Service

3.2.4 Fourth level review and approval: Access request is reviewed and approved by the Vice President for College Service, or designee.

3.2.3 Approved access requests are submitted to the Alamo Colleges District Police Department to enable access.

4. Physical Key Request

4.1 Employees or contractors requesting physical keys submit a "Key Request Form" specifying keys requested. The "Key Request Form" is available on the NVC SharePoint main page.

4.2.1 Individual Room Key Approval Routing: (1) Employee Supervisor (2) Director of College Services

4.2.2 Service Key (keys providing access to more than an individual door such a building access) Approval Routing: (1) Employee supervisor (2) Director of College Services (3) Vice President for College Services

4.2.3 Master Key (key accessing all NVC facilities) Approval Routing: (1) Employee supervisor (2) Employee division Vice President (3) Director of College Services (4) Vice President for College Services (5) President

4.2.4 Contractor key requests are submitted by the department requesting contractor access.

4.2.2 Key requests are approved by the Vice President for College Services, or designee.

4.2.3 Approved key requests are submitted to the Facilities Department to provide key(s) to the employee. Keys are issued to requesting employee or contractor only. The Facilities Department maintains key records.

4.2 When an individual who has been issued keys and leaves the NVC employment, the assigned department is responsible for ensuring that the individual returns the keys to the Facilities department.

4.3 Failure to return issued keys may result in the department being charged with the cost of re-keying.

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5. Replacement Identification Badges and Keys

5.1 Employees and contractors must report lost or stolen identification badges and keys to the Alamo Colleges District Police Department within 24 hours of loss/theft to ensure a report is generated.

5.1.1 Employees and contractors must also report lost or stolen identification badges and keys to the Director of College Services via email within 24 hours of loss/theft to ensure security impact is assessed.

6. Return of Identification Badges and Keys

6.1 Supervisors are responsible for ensuring employees return identification badges and physical keys to the appropriate department upon employment termination or transfer to another ACCD entity.

6.1.1 Identification badges are submitted to Director of College Services immediately upon employment termination or transfer to another ACCD entity. Director of College Services will coordinate access removal and submit the identification badge to the Alamo Colleges District Police Department once access removal is verified.

6.1.2 Physical keys are submitted to the Facilities Department immediately upon employment termination or transfer to another ACCD entity.

6.2 Contractors are responsible for ensuring the return identification badges and physical keys to the appropriate department upon contract completion.

Contact for Interpretation: *Director of College Services*

Relevant Board Policy:	
Relevant SACSCOC Documents:	<i>Principles of Accreditation</i> Standard 13.8 <i>Institutional Environment</i>
Originating Unit:	College Services
Maintenance Unit:	College Services
Implementation Date:	June 8, 2021
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