

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Key Control System

**EFFECTIVE DATE:** July 1, 2000

**Purpose:** To facilitate an orderly procedure for use of Southwest Tennessee Community College's Keys. The procedure is as follows:

1. All Southwest Tennessee Community College employees are authorized to have keys as determined by the administrator of the area in which they work.
2. Supervisors are authorized to have keys to offices of employees under their supervision.
3. Student employees will be issued keys where appropriate and as determined by the administrators of the areas. The key(s) will be issued to the administrators and administrators are responsible for all keys issued to them.
4. Keys to rooms, shops and cabinets will be assigned to Southwest Tennessee Community College employees based on need as approved by area supervisors.
5. All keys for Southwest Tennessee Community College will be made and issued by Southwest Tennessee Community College's Physical Plant Department where a key card will be maintained. Keys will not be duplicated by any outside source for any reason.
6. Except for keys issued by administrators to students, no other keys can be transferred or given to others without going through the Computer Key Control System located at the Physical Plant Department.

**Source of Policy:** Transition Team VII  
Human Resources

**Related Policy:** N/A

**Approved:** President

**Responsible Vice President for Business,  
Administrator:** Finance & Info Systems

**TBR Policy Reference:** N/A

**TBR Guideline Reference:** N/A

**Date:** July 1, 2000

7. Any exceptions to the above policy due to special situations, (i.e. off-campus locations, rented space, use of combination door locks, etc.), must be provided to the Physical Plant Department in writing explaining the special situation and security procedures that will be followed in order to maximize security. All exceptions will be maintained in the Physical Plant Department.
8. When keys are lost or stolen, a report must be filed with the Physical Plant Department immediately.
9. Upon termination of employment, final payroll checks will not be issued unless this process is completed and cleared by the Physical Plant Department.