



Administrative	
Policy Type:	ID & Key Control
Policy Number:	2610
Date Adopted:	5/2/2007
Version:	4.0
Reviewed Cycle:	Biennially
Date Last Reviewed:	04/8/2020
Office Responsible:	Safety & Security
Reviewing Committee:	NA
Related Policies:	NA
Related Laws:	NA

Policy Summary:

The purpose of this general order is to establish a uniform policy for the distribution, use, and possession of departmental keys, key cards, proximity keys and coded ID badges. This order is intended to ensure building and vehicle security and, more importantly, to provide a secure and safe environment for faculty, staff, residents, students and visitors to the Jackson College Campus.

Policy Statement:

Employees shall permanently possess only keys, key card, proximity cards and ID badges issued to them.

No employee shall allow the reproduction of any departmental key, key card, proximity card or ID badge without written permission from the Safety and Security Manager.

Employees shall be responsible for immediately reporting any loss of a key, key card, proximity card or ID badge issued to them to their immediate supervisor and the Safety and Security Manager.

Employees shall not loan or allow others to use their keys, key cards, proximity cards or ID badges without permission from the Safety and Security Manager.

Human Resources will collect departmental keys, key card, proximity cards and ID badges from employees on their last day of employment.

It shall be the responsibility of all employees to comply with this directive.



Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/17/2011	Change logo added	A. Goings
07/23/2014	Updated Logo and College name and ref to ID Badges	J. Whipple
06/23/2016	Annual Review	J. Whipple
03/31/2020	Annual Review	J. Whipple