Facility Key Control Rules

1. Keys shall be issued to appropriate College personnel when authorization is granted as identified herewith:

    A. District Wide — College President—All District personnel

    B. Thatcher Campus — Chief Academic Officer— Instructional, instructional support and instructional administrative personnel

    Chief Business Officer—Fiscal, fiscal support, fiscal administrative and maintenance personnel

    C. Arizona State Prison-Ft. Grant — Chief EAC ASP-Ft. Grant Officer—All EAC ASP-Ft. Grant personnel

    D. Arizona State Prison-Safford personnel — Chief EAC ASP-Safford Officer—All EAC ASP-Safford

    E. Federal Correctional Inst.-Swift Trail — Chief Continuing Ed. Officer—All EAC FCI personnel

2. Keys may be issued to full-time and part-time personnel upon authorization. Immediate supervisors shall be responsible for initiating requests for keys, distribution of keys, and collection of keys.

3. Keys shall be issued to personnel based on assigned duties and responsibilities. Supervisors will normally be issued area master keys. All other personnel will be issued keys for facilities which are utilized in the regular course of their duties.

4. Keys shall not be duplicated. Should personnel require an additional key, the supervisor shall initiate a written request identifying facilities to be accessed and the purpose of said access.

5. Keys issued to full-time personnel may be retained until termination of employment. Keys issued to part-time personnel shall be collected at the completion of each semester prior to the issuance of the final employment check. Said keys may be retained by the immediate supervisor for possible re-issue in the Spring Semester, but shall be returned to appropriate maintenance personnel at the close of the academic year.

6. Supervisors shall be responsible for insuring that all keys identified on maintenance inventory are collected from terminated employees and returned by the supervisor to appropriate maintenance personnel.

7. Lost keys shall be reported immediately. Supervisors shall be responsible for notifying both security and maintenance personnel.

8. Keys are not to be loaned to non-College personnel, including students.

Graham County Community College District
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