

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

The Department of Public Safety maintains the responsibility to secure various campus facilities and provide keys to authorized college employees for accessing and closing specific areas at the end of the business day.

Authorized college employees will receive keys for their area of responsibility and may delegate employees under their supervision to access/secure specific areas. Student aides and Adjuncts are not issued keys.

Authority

Vice President for Business and Finance
Director of Public Safety

Responsibility

Director of Public Safety

Procedure

1. The following authorization of passage is set forth in this procedure.
 - a. Grand Master (Yale Key) is authorized for the President, Vice President of Academic Affairs, Vice President for Business and Finance, Director of Public Safety and patrol personnel, Director of Plant and Maintenance and select personnel.
 - b. Building Master (Yale) keys are authorized as follows:
 1. Plant and Maintenance personnel (custodial) per assigned building.
 2. Director of Learning Resource Center and select personnel.
 3. Director of Athletics and select personnel.
 4. Chairperson for Health and Physical Education.
 5. VP of Student Development and Enrollment Management.
 - c. Sub-Building Master used for department areas is authorized for Department Heads, Deans and Directors or individuals under their supervision and authorized by them.
 - d. Change key (not usually under the master system) used for rooms, within departmental areas, may be issued to any college employee authorized to enter the room in question.

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2. The campus key control center is located in the Department of Public Safety. All keys required to secure any campus building, office, room, closet, cabinet, container or padlock fall under the authority of the Director of Public Safety.
3. Original keys for any campus building, office, room, closet, cabinet, container or padlock are located at the Department of Public Safety and are used as masters during the reproduction of keys to authorized college employees. The original keys for new construction, furniture, cabinet or other locking apparatus must be forwarded to the Director of Public Safety where they are numerically categorized and placed in a master file.
4. Keys for any campus area or apparatus must be requested on a key order request form (see attached form). A copy of this form should be forwarded to the Director of Public Safety. A copy is retained by the requester. The request must be approved by a division or department head.
5. Within 72 hours of the receipt of a key order request, the person making the request will receive one of the following:
 - a. A telephone call stating that the request is completed.
 - b. A written response giving a scheduled completion date.
 - c. A written response denying the request with explanation.
6. All keys must be signed for by the requester in the Department of Public Safety prior to their release. Keys may be picked up between the hours of 7 a.m. and 10:30 p.m. any day of the week.
7. All keys issued by the Department of Public Safety remain the property of the college. Upon termination of employment, all keys must be returned by the requester to the Department of Public Safety. Failure to complete this requirement may result in the following actions:
 - a. A delay in release of any final paycheck.
 - b. A financial charge for the cost of any duplication of keys or change of locks or locking device(s).
8. Keys that are lost, stolen or misplaced must be reported to the Department of Public Safety immediately. The Director of Public Safety or his designee will investigate the lost, stolen, misplaced report. The Director of Public Safety will review the investigation and determine if a replacement key will be issued.
9. For each area of locking device, the Department of Public Safety will issue only one key per individual.

