LOUISIANA DELTA
COMMUNITY COLLEGE

Policy or Procedure FC-101
Page 1 of 1
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Title: Key Control
Section   Subject

KEY CONTROL

Key control is an integral part of the overall security program at Louisiana Delta Community College (LDCC). Faculty and staff may only have keys to those areas on campus for which they have authorized access for the purpose of conducting official college business.

The Director of Facilities at Monroe campus and Director at outlining campuses or its designee are responsible for maintaining a Key Control Binder that contains Key Agreements for every employee entrusted to keys. When an employee is transferred or terminated, he/she must return the key(s) issued to the supervisor.

Failure to submit all keys may result in holding of the last payroll check by the Human Resources Department. Supervisors are responsible for assuring this procedure is followed and notifying the Human Resources Department accordingly if the keys are not returned.

In the event of lost keys, a risk analysis will be done to determine the potential threat to the security of the campus. From the information gathered in this process, a course of action will be established to maintain the security of the campus. This action may include changing a lock, a number of locks, all locks, or any other action deemed appropriate. At no time should employees loan keys to anyone.

Lost or stolen keys must be immediately reported to supervisor charged with overseeing the system. No person shall knowingly possess an unauthorized key to an area where that person is not an authorized entrant. No duplication of keys by anyone other than designated employees is permitted. Keys are not to be transferred or loaned from one employee to another without the knowledge and authorization of person charged with maintaining the key log and security system. The installation, changing or removal of locks shall only be performed with the knowledge and approval of the Director of Facilities for Monroe campus and Director of outlining campuses.