



NEPN Code: ECAB-R/STI

## Policies and Regulations

### Support Services

#### Key Control/Access to Buildings

Building access control is divided into four categories: High-security (Medeco system), card access control, mechanical key, and lockbox access.

- **High-Security Key System (Medeco System)**

All exterior doors shall be keyed with a high-security (non-duplicable) keying system. Building high-security keys shall be issued to Southeast Technical Institute administrators and custodial/maintenance staff as needed.

- **Card Access Control System**

STI shall operate a computerized card access control system. This system provides entry access to various doors within the STI campus. This system provides access to specific doors or groups of doors at pre-arranged times during the day.

All full time staff designated by building administration shall receive building access control key cards.

- **Mechanical Key System**

Each building shall also be equipped with a mechanical keying system, which will ensure security and reasonable convenience to staff and departments occupying buildings or facilities. The system shall be comprised of individual keys, department keys, and building master keys.

Building master keys shall be issued to STI administrators, the STI Executive Assistant, and custodial/maintenance staff as needed. The building administrator shall determine the issuance of department master keys and other necessary keys to staff.

- **Lockbox System**

An access control lockbox system is in place for emergency building access by police and fire personnel.

**STI Executive Assistant will be responsible for:**

- Creating the keying system, which will ensure security and reasonable convenience to staff and departments occupying buildings or facilities. The system shall consist of the four components described above.
- Maintaining a central file with up-to-date records of keying and card access control systems.
- Fabricating all keys and issuing building keys and access control key cards. STI facilities will receive original keys under new building or alteration contracts.
- Storing an original copy of all high security and building master keys.
- Maintaining and controlling the building key cabinet, which shall include maintaining an up-to-date file with all key issuance records and signature cards.
- Removing terminated employees from the card access control system immediately upon notification.

**Building Administrators will be responsible for:**

- Authorizing the issuance of keys to staff as necessary and in accordance with this policy.
- Reporting to STI Human Resources and the STI Executive Assistant all access control cardholders who are terminated or who are transferring to another building or activity. Terminations shall be reported immediately.
- Recovering all STI keys and access control keys from personnel who are terminated or who are transferring to another work location. If administration is unable to recover keys and/or access control keys, the STI Vice President of Finance and Operations shall be contacted to determine the extent of security concerns and further actions required.
- Recovering keys and access control keys from part time faculty at the close of each school year and re-issuing keys, if needed, for the following school term.

**All STI personnel to whom keys have been issued are responsible for:**

- Signing a key acknowledgement card for keys held.
- Displaying identification/access control card at all times while in an STI facility.
- Maintaining the security of the key issued. Keys should not be left on desktops or in unlocked desks or cabinets. No keys shall be loaned to students. Personnel shall not duplicate any District key. Any key that needs duplication shall be processed through a building administrator.
- Securing doors when entering or leaving the facility during after hour use.

- Turning in all keys to the building administrator upon termination, transfer, or retirement.

**Special Security Keying and Changes of Keys:**

- Special security locks and keys for areas may be permitted with the approval of the building administrator and the concurrence of the Vice President of Finance and Operations.
- No locks shall be changed without prior approval of the Vice President of Finance and Operations. Unauthorized locks shall be reported to the Vice President of Finance and Operations.

**Loss or Theft of STI Keys:**

- Loss or theft of STI keys and/or access cards must be reported immediately to the Vice President of Finance and Operations or the STI Executive Assistant.

**Cabinet and Furnishing Keys:**

- The Vice President of Finance and Operations and the STI Executive Assistant shall have full control of locks on all cabinets and furnishings.