

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1411 **PAGE** 1 of 6

PROCEDURE TITLE: Keys and Access Control (Standard and Electronic)

STATUTORY REFERENCE: Florida Statutes 1001.64, 1013.37, and 934.03; State Requirements for Educational Facilities Chapters 4 and 5; National Fire Protection Association (NFPA) 730 Guide for Premises Security and 731 Standard for the Installation of Electronic Premises Security Systems

BASED ON POLICY: I-93: MDC Card: College Identification Card; V-8 Operations and Maintenance of College Facilities; V-24 Use of College Facilities; V-30 Safety, Health and Sanitation

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: November 28, 2017

LAST REVIEW DATE: November 28, 2017

I. PURPOSE

The physical security and access control devices for the Miami Dade College community is an essential component to ensure a safe environment for students, faculty, and staff; and to protect the assets of the College.

II. DEFINITION

- A. Keys – Shall include standard metal key and/or electronic locking devices as well as any other type of access cards and/or card.
- B. MDCard/Access Card – An employee issued ID with proximity access credentials provided to college employees upon official start date and contingent upon department functions.

III. OPERATIONAL GUIDELINES

- A. Full-time or part-time College employees may be issued standard and/or electronic access cards upon the approval of the department chair or administrative head in accordance with established procedures. Access Card/Key Request Form can be found on the web by login into the *MDC Employee Portal*.
- B. The District Division of Emergency Management will notify both the Campus Public Safety Office and the requesting employee that the keys are ready for issuance. Keys that are not picked up within thirty (30) days and ten (10) days for MDCards after the notification, will be returned to the Office of Fire and Security Systems.

- C. College keys shall not be duplicated or cut without prior approval from the Director of Campus Administration. No lock may be changed or removed from the existing key-way. Modification or removal of any locking device is strictly prohibited in order to ensure compliance with *life-safety code* requirements.
- D. College keys and/or access card are issued for entry to College buildings for the purpose of conducting College business only.
- E. An authorized employee entering or leaving a locked building will not permit entry of any unauthorized individual who would not normally be permitted to enter the building during the hours or area that is locked.
- F. It is strictly prohibited for any key or access card to be transferred from one individual to another or to be obtained from any source other than the Campus Public Safety Office. When transfers or keys occur within a campus, the two parties, i.e., the one who is charged with the key(s) and the one who desires the key(s), must both report to the Campus Public Safety Office and a transfer of responsibility will be recorded, providing such transfer is appropriately authorized and reviewed by the zone locksmith.
- G. In accordance with MDC Manual of Procedures 1410 – Security of Buildings, all College buildings or facilities must be locked and secured at, or about, 11:00 p.m. each class day, Monday through Friday; and 5:00 p.m. on Saturdays. Credit or non-credit classes offered on Sundays will be secured as classes conclude for the day to maintain the security of both buildings and their contents.
- H. All College keys and/or access card remain the property of the College and must be returned to Campus Public Safety when:
 - 1. Employee transfers to another department or building (keys only).
 - 2. Employee is terminated, retires, or resigns.
 - 3. Requested by an appropriate supervisor.
 - 4. Employee is granted a leave of absence without pay for a period of 30 or more calendar days.

IV. PROCEDURES – ISSUE AND CONTROL

- A. Each Campus Public Safety Office is responsible for the issuance, record keeping and control of College keys and/or access card. The Office of Fire & Security Systems will also maintain a college-wide record of keys and MDC access cards.
- B. A college employee can only possess one (1) MDCard at a time. College officials will collect any and/or all non-access MDCards prior to issuing a new card that opens electronic locks or parking gates (Full-time only).
- C. College keys and/or access cards will be issued only after a completed online request form from the employee supervisor and submitted for approval through the Campus Administration and the Campus Public Safety Office.

- D. The recipient of the key or access card(s), shall present a photo identification and sign the appropriate form to pick up keys and/or access cards.
- E. Accountability for keys and/or MDC access card rests with the employee who signed for the item.
- F. An employee entering or leaving a locked area or building will be responsible for securing the entrance/exit.
- G. Keys and/or access card(s) may not be transferred from one employee to another or to be obtained from any source other than the Campus Public Safety Office. When any transfer or duplication of a metal key occurs without the proper approval process, the key and/or access card will be recovered and the employee and/or other individual(s) involved will be reported to the Administrative Department Head, Director of Campus Administrative, and the Director of Emergency Management or designee, or the official in charge for appropriate action.

V. CONSTRUCTION OR MODIFICATION ACCESS PROCEDURES

- A. The Office of Fire & Security and Facilities' Project Manager shall determine the perimeter area of the construction/modification.
- B. If a construction perimeter cannot be determined, accessibility to the area under construction/modification shall be arranged daily through the Campus Public Safety Office.
- C. Service repair agents shall report to the Campus Public Safety Office to gain access to any room or area. Service agents must be supervised by the requestor of the service or designee.
- D. The Facilities' Project Manager, in conjunction with the Chief Locksmith shall develop a Contractor Access Plan identifying which doors/locks should be modified.
- E. The perimeter of the area under construction or modification shall be temporarily re-keyed with the construction lock for the sole purpose of providing security to the construction area as well as to the rest of the building. The contractor has the responsibility for providing, modifying, replacing, adding and/or installing all appropriate hardware (doors and locks) for the perimeter area under construction or modification.
- F. Upon completion of a project, construction locks and keys shall be removed and returned to the contractor by the Chief Locksmith.
- G. The Chief Locksmith has sole delegated authority college-wide to purchase and obtain College approved lock-sets and key ways.

VI. KEY TERMINOLOGY

- A. Grand Master Key – Will open any door on a campus, except proprietary systems.
- B. Building Master Key – Will open all doors in a specific building, except proprietary systems.

- C. Area Master Key – Will open a series of doors in a specific building.
- D. Exterior Door Key – Will open specific exterior doors.
- E. Proprietary/Access Control Device Key – Will only open a high security area or access control door. The College ID/Access Card is the official proximity/access card and is considered college property.
- F. Interior Door Key – Will open a specific interior door.
- G. Miscellaneous Keys – Will open desks, filing cabinets, etc.
- H. Padlock Keys – Will open padlocks only.

VII. AUTHORIZATION

The approval process requires various levels of authorization depending on the type of key/access card requested, as listed below:

- A. Grand Master Keys (Restricted/Limited) – Requires approval of the Public Safety Chief, Director of Campus Administration, Campus President, Director of Emergency Management, and Senior Vice-Provost of Operations.
- B. Building Master Keys – Requires the approval of the Public Safety Chief, Director of Campus Administration, and [Chief] Locksmith.
- C. Area Master Keys – Requires the approval of the appropriate department head/supervisor, Public Safety Chief, Director of Campus Administration, and [Chief] Locksmith.
- D. Exterior Door Keys – Not issued with the exception of the Public Safety Department.
- E. Proprietary/Access Control Device Key – Not issued with the exception of the Public Safety Department.
- F. Interior Door Keys – Requires the approval of the department head/supervisor and the Director of Campus Administration.
- G. Miscellaneous Keys – Requires the approval of the department head/supervisor, the Public Safety Chief, and the Director of Campus Administration.
- H. Padlock Keys – Require the approval of the Chief of Public Safety and Director of Campus Administration.
- I. Access Card Credential/Rights – Requires the requesting department head/supervisor approval, Campus Public Safety Chief and Administrative Director approval. District divisions or areas will follow their approval path.

VIII. EMPLOYEE RESPONSIBILITIES

- A. Person(s) using assigned keys and/or access card to gain access after normal business hours shall notify the Campus Public Safety Office upon entering and exiting the facility. Individuals shall be held responsible for the security of that area and ensure that building doors are locked when they depart the facility.
- B. Individuals shall be held responsible for the security of that area and ensure that building doors are locked when they depart the facility.
- C. MDCards must be presented when requested by any Public Safety Office or other law enforcement officials in the performance of their duties.
- D. Keys may not be transferred or duplicated.
- E. At the request of the division, department, unit, or area administrator, all college employees may be required to surrender their keys/access cards at any time. Failure of the employee to surrender the keys/access cards at any time may result in further disciplinary action up to and including termination.
- F. Lost or stolen keys and/or access cards must be reported immediately to the supervisor or department head, Campus Public Safety Office, and District Division of Emergency Management.
- G. Any found keys or MDC access cards shall be returned to the local Campus Public Safety Office.

IX. REPLACEMENT KEYS/ACCESS CARD(S)

- A. To replace a broken or damaged key/access card, it must be returned to the local Campus Public Safety Office.
- B. If a key/access card, is lost or stolen, it shall be the responsibility of the Access Card/Key holder to notify Campus Public Safety Office within 24 hours of the loss. A copy of the Public Safety Incident Report shall be forwarded by the Public Safety Office to the Office of Fire & Security Systems within 24 hours with the appropriate form.
- C. This report is used to determine the action necessary to maintain security before a replacement key is issued. Each time a key to MDC property is lost or stolen, the appropriate Campus President, Director of Campus Administration, Chief Locksmith, Director of Emergency Management, and Sr. Vice-Provost for Operations will determine if a re-keying is needed to maintain proper security or if a replacement key will be issued. The cost of re-keying will be charged to the employee at current labor and material costs at a minimum of \$50 per lock core.
- D. Employees may be charged an MDCard (Access Card) replacement fee of \$25 per incident for negligent damage or excessive loss of college property.

X. DUPLICATE KEYS

Only one key/access card will be issued to an employee at a time. Therefore, no single function key will be issued to an individual who has been assigned a master key that provides access to the same area.

XI. MASTER KEYS

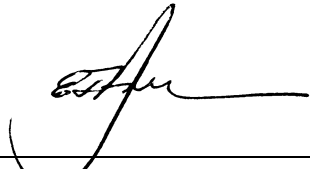
- A. The loss of a Grand Master, Master, and Building Key/Access mechanism severely compromises the building security system. Grand Master Keys, with few exceptions, shall not be issued. They shall be issued only to those officials authorized by the Campus Director of Administration, Chief Locksmith, Director of Emergency Management, and the Sr. Vice-Provost for Operations who have an absolute necessity to utilize them. (Please see Section VII – AUTHORIZATION)
- B. Grand Master, Master, and Building Master Keys shall be kept in possession of the responsible person at all times. Under no circumstance shall Grand Master or Building Master Keys be left in desks, cabinets, or other unsecured areas. Loss of such a key may result in disciplinary action up to and including termination of employment, as appropriate.

XII. KEY AUDIT

Keys will be inventoried periodically by Campus Public Safety and/or the Chief Locksmith, Office of Fire & Security to enable the administration or department head a review and evaluate building access requirements. This audit will also be used to verify the accuracy of records.

XIII. PROPRIETARY LOCK SYSTEMS (Restricted Access)

- A. Proprietary lock systems shall be used to obtain a stranger layer of security and/or for doors with electronic access devices or certain high-risk areas such as the Bursar's Office, records rooms, supply rooms, flammable liquids, chemicals, drugs or food storage areas, and areas where confidential materials are stored. Proprietary lock system requests require the approval of the appropriate Campus President/Vice Provost, Director of Campus Administrative and the Director of Emergency Management.
- B. Justification for additional proprietary lock systems shall be reviewed on an annual basis.
- C. The loss of, negligent use of a Grand Master, Building Master, or Access Card is subject to *College Procedure 2410 Performance Standards and Appeal Procedure for Full-Time Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Employees*, which includes, but is not limited to disciplinary actions which may result in suspension or termination from the College.

	
11/28/2017	DATE
PRESIDENT	DATE