

Key Policy/Key Control

Individuals are responsible for the keys they are issued and sign for in the Public Safety Office. Keys should not be transferred to or maintained by other individuals. From term to term, contracted employees can retain their keys. However, they should exercise caution in securing the key/s. The issued employee will be billed \$50/key for any lost or stolen key/s that they have signed out. If Managers do not want contracted employees to retain their keys when they are gone for a period of time, please have them return the keys to the Public Safety Office. [The keys can be re-issued upon their return via a new key request form.]

If a person leaves employment with LBCC, keys must be returned to the Public Safety Office. At the time the position is filled by another, the key can be re-issued (via a signed key request form) to the person that has assumed that vacant position. Keys should not be turned into a department or division office and then transferred or handed down by that office to the new employee. Individuals must sign for keys they take possession of to ensure the proper audit trail for and inventory of keys that secure our premises.

PT faculty who are not scheduled to teach the following term should check in their keys to the Public Safety Office before they leave. If they return in a later term, they will simply get a key request for whatever classroom space they are assigned (scheduled for) upon their return.

The full policy for the key process (including return and transfer) can be found in AR 5045-06 - <http://po.linnbenton.edu/BPsandARs/AR%205045-06%20Door%20Security%20System.pdf>.

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