



Hartnell College Access Procedure

Authorized Access Requestor: Supervisory personnel (e.g. V.P., Dean, Director, supervisor) over a department or program that has faculty/staff which need access to rooms/offices on campuses.

Access Holder: An access holder is the person to whom one or more College keys/FOBs are issued, or for which they are in possession. By possessing a key/FOB, the access holder must not compromise the security of any area/building.

Access holders must return all college/center keys/FOBs when requested, or upon termination of employment (per college policy End of Employment), promptly report lost/missing/stolen keys, and take reasonable and prudent care of college keys/FOBs at all times.

Mailroom: The mailroom is responsible for processing key requests only, and ensuring proper authorization is in place for creating, issuing, and replacing keys for employees. The mailroom is also responsible for reporting the loss of all unaccounted-for keys at the time they are made aware of such loss.

The mailroom is located in the Main Campus Building B, first floor, office 115, and can be reached at (831) 755-6703.

Campus Security: Campus Security is responsible for protecting each Hartnell College campus, its buildings, assets, and people within the campus property. Campus Security will ensure that only authorized individuals are accessing secured areas, and escort non-access holders to secured areas, if need be. Campus Security is also responsible for reporting the loss of all unaccounted-for keys of which they become aware.

Campus Security is located in the Main Campus Building T and can be reached at (831) 755-6888.

Types of Keys/FOBs:

KEYS:

Great-Grand Master: Key that opens both exterior and interior locks across all Hartnell college facilities including the education centers.

Assigned to the following personnel: Superintendent/President, VP of Administrative Services, Executive Director of Facilities Planning & Construction Management, Director of Operations and Maintenance, Maintenance Specialist, Custodial Supervisor, IT Staff.

Approved by: Superintendent/President, VP of Administrative Services

Master: Key that opens all (or most) interior locks within a given building and or Educational Center.

Assigned to the following personnel: VPs, Deans and/or designee, custodians.

Approved by: VP of Division, VP of Administrative Services

Office: Key that opens main entrance to the building and the employee's assigned office.

Assigned to the following personnel: faculty/staff.





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The requestor and key access holder should anticipate three (3) business days from submission of the Key/FOB Request Form for keys to be ready for pick up. An email will be sent to the keyholder when the keys are ready for pick up. CURRENT PICTURE ID will be required at time of pick up. The access holder must make their own arrangements to pick up their own key(s) IN PERSON. Key(s) will be available for 30 days from time of communication.

Production of hard keys for issuance is by Facilities Operations only, and are delivered to the mailroom



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For retirement, approved withdrawal from employment, or keys/FOBs that are otherwise no longer needed, the access holder is responsible to return all keys/FOBs in their possession to the mailroom. The leaving employee will have a form with a sign off by the authorized key requestor for receipt of returned keys.

Denied or Delayed Key Requests

Key requests resulting in being delayed or denied may be a result of, but not limited to, any of the following:

1. Missing authorizing signatures or other required information
2. Insufficient information (i.e. status: full-time, part-time, etc...)
3. The individual submitting the request for a new key/FOB is not the Authorized Access Requestor.
4. The request is for an area that is not under the requestor's or the signing Dean's or Director's purview.
5. The request is for an unauthorized person (i.e. student, or student worker, volunteer, part-time, adjunct, etc.)
6. The previous key has been issued to the requestor for the same area, but not reported as lost or missing.
7. The request is made by the access holder for access to more campuses, buildings, doors, access days, or access hours (self-promoting).
8. The request is for a master key/building key.

Understanding these requirements will help expedite key requests.

Lock Service Charges

Defective, inoperable, and broken locks will be repaired or replaced by the Maintenance Staff / locksmith, unless covered under the manufacturer warranty. When such locks are repaired, or replaced, they will be set-up for operation on the existing key.



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Supervisors should also make sure to contact ITR via email at ithelp@hartnell.edu or by calling 831.755.6700, or calling the mailroom at (831) 755-6703, to deactivate electronic access during the leave period.

Vendor/Attorneys/Press Members/Other Access: To maintain the operation of Hartnell College facilities, the need will arise to provide unobtrusive access to contractors and vendors/attorneys/press members/others, whether supervised or unsupervised. In some instances, it may be determined to be in the Hartnell College's best interest to issue hard keys and/or FOBs to long standing contractors. On the other hand, supervised and/or screened entry may be required for contractors and vendors with limited or short term access requirements. A request for "loaner key access" for a contractor must be submitted in writing by the Department Dean to the Vice President of Administrative Services for approval.

Notification: In order to maintain the integrity of the building security system, it is the responsibility of each employee to notify his/her supervisor if they observe other employees or members of the public attempting to circumvent, manipulate or undermine building security. Hartnell College should take every precaution in preserving the anonymity of those employees who report occurrences of unauthorized access, key access misuse, or illegal access on the premises.

Violations: Any key holders found to have violated these policies may lose access privileges. Hartnell College employees may be subject to disciplinary action up to and including dismissal from employment.

Emergency Key Issuance: When the need arises to respond to and mitigate incidents which threaten human health, property, or the environment Facility Operations may issue Emergency Keys to employees and non-employees who are designated or assigned to such response activities. The Vice President of Administrative Services, or their designee, shall issue only those Emergency Keys needed to respond to incidents appropriately and effectively. The assigner will record the keys issued, to whom they were issued, when they were issued, and when they were returned and will need to follow Key/FOB Request Form procedure for recording and keeping track of the information.

Procedure Exceptions: This document is not all inclusive. While this procedure addresses a wide range of access issues relating to keys, it is unlikely that every possible variable has been considered. There are many other functions and services that Hartnell College may provide that demand specific security provisions. In cases where any exceptions to this procedure are necessary, a request outlining the specific procedural exemption must be submitted in writing to the Vice President of Administrative Services for approval.

V. RECOMMENDATIONS FOR KEY ISSUANCE

Education Centers: Each Education Center (King City Education Center, Soledad Education Center, Alisal Campus, & Castroville Education Center) are equipped with the keyless entry system



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Recommendation: Provide a master key to a. Dean and/or designee, and b. the security