

## BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Building Access Key and Card Regulation*

**EFFECTIVE DATE:** February 10, 2020; amended August 20, 2021, February 1, 2023, and May 29, 2024

**BOARD POLICY REFERENCE:** CHC

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### **PURPOSE**

This regulation provides the procedure and authority for auditing and regulating College District key/access card issuance and return. The purpose of this administrative regulation is to provide security for campus facilities and to facilitate the management of keys and access cards.

It is the intent of the College District that exterior entrances for all buildings shall be locked outside of normal scheduled hours to maximize the security of the buildings, occupants, and building contents.

### **APPLICABILITY**

This policy applies to all locking devices securing College District facilities and those individuals authorized to use them. All key and building access card holders are responsible for the keys/cards assigned to them.

The Office of Housing and Residence Life manages campus housing and keys/cards for residential facilities. Residential facilities are not covered by this policy.

The Chancellor or designee may approve exceptions to this regulation on a case-by-case basis.

### **GENERAL INFORMATION**

The Facilities Department issues keys and access cards. The College District prohibits duplicating or lending keys/cards.

Employees must report damaged, lost, or stolen keys/cards to the appropriate Executive Dean within two business days.

### **REQUESTING ACCESS**

Authorization for Access – The online Blinn College District Key Request Form located in the forms section of myBlinn must be completed by the employee’s supervisor. All employee Key Requests must be approved by the Vice Chancellor in the employee’s chain of command and the appropriate Executive Dean. Keys/cards for any exterior building access point that are not classified as “master” or above require approval by the Executive Vice Chancellor. Keys/cards classified as “master” or above require approval by the Executive Vice Chancellor and the Chancellor. The Blinn College District will not issue keys without proper authorizations. The employee will receive an email notification when the keys are ready to be picked up.

Temporary Access for Contractors and Non-Employees – Contractors and non-employees must request temporary key access from the Facilities Department. The Facilities Department shall obtain approval from the appropriate Executive Dean and Vice Chancellor. Keys/cards for any exterior building access point that are not

classified as “master” or above require approval by the Executive Vice Chancellor. Keys/cards classified as “master” or above require approval by the Executive Vice Chancellor and the Chancellor. The Blinn College District will not issue keys without proper authorizations.

Requests for Replacement Keys/Cards – Employees must report damaged, lost, or stolen keys/cards to their supervisor and appropriate Executive Dean within two business days. The online Blinn College District Key Request Form located in the forms section of myBlinn must be filled out by the employee’s supervisor to request replacement keys/cards. The request must include an explanation for the circumstances of the request. The cost for each replacement key/card is \$25 and is the responsibility of the employee. The affected employee may submit a written request for an exception to this portion of the regulation to the Chancellor or designee.

### **KEY/ACCESS CARD RETURN**

Upon separation of employment or change in job duties, the affected employee is responsible for returning all College District keys and access cards assigned to the employee. Failure to return College District property upon separation of employment or change in job duties may result in a deduction from the employee’s final paycheck or a \$25 fine.

If, during the annual audit, it is determined by an employee’s direct supervisor that the employee no longer requires key/card access, the employee’s direct supervisor must retrieve the key/card at that time and give the key to Facilities within five business days.

### **NON-COMPLIANCE**

Failure by individuals, departments, or units to follow this regulation may result in disciplinary action in accordance with College District policies, regulations, and procedures as appropriate.