



## KEY & ACCESS CARD CONTROL

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	A. General
<b>Policy Number:</b>	A39
<b>Approval Date:</b>	February 15, 2024
<b>Effective Date:</b>	February 15, 2024
<b>Policy Owner:</b>	Vice President, Student Experience Director, Campus Development & Facilities

<b>Objective:</b>	Key and access card control at Olds College of Agriculture & Technology (the "College") enhances the safety and security of all students, staff and faculty. The implementation of these guidelines serves to protect our students, staff and community, as well as information and material assets.
<b>Policy:</b>	<p><b>Specific Guidelines</b></p> <p>Each Department/School has administrative responsibility to act with due diligence in the management and control of the College buildings, grounds and all other facilities. The authorization and issuance of keys and access cards by Campus Development &amp; Facilities to Departments/Schools is a serious management and fiscal responsibility. Each Department/School is responsible for ensuring that assigned College keys and/or access cards are issued to approved individuals and ensure the provision of a safe and secure environment for staff, faculty, students and visitors to the College and all information and material assets.</p> <p>Any issued keys and access cards by Campus Development &amp; Facilities to the Department/School remain the property of the College and may be recovered at any time. Failure to collect these keys/access cards will result in a Department/School replacement fee for each key/access card unaccounted for. Fees from keys/access cards that are unaccounted for may include the new lock(s) and installation, as well as any associated costs with the issuance of new key(s)/access cards.</p> <p>This policy applies to all College staff, faculty, students and contractors who require key(s) and/or card access to the College campus.</p> <p>Production of keys and maintenance of access controls is managed by Campus Development &amp; Facilities.</p> <p>The release and recollection of keys and access cards is managed by Deans/Directors under the direction of Campus Development &amp; Facilities.</p>

	Physical keys and access cards are the responsibility of authorized individuals. As outlined in the key sign out form, any individual involved with the unauthorized duplication, retention or usage of keys is in violation of this policy and is subject to disciplinary action determined by the respective Code of Conduct.
<b>Definitions:</b>	
<b>Related Information:</b>	A37 Space Utilization & Allocation
<b>Related Procedures:</b>	A39 Key & Access Card Control Procedure
<b>Review Period:</b>	3 years
<b>Revision History:</b>	New: September 2016 Revised: February 2024