

SUBJECT: Keys/Key Cards

The Board recognizes its responsibility to adequately safeguard the buildings, equipment and grounds of Midland College, which are public property. As part of this responsibility, the following policy is adopted regarding the issuance of keys/key cards to any College property. A Key Card is any device other than a metal key used to access college facilities. Includes: proximity cards, magnetic stripe cards and hole-punched cards.

- A. All keys/key cards to college property will be kept in the custody of an official key/key card custodian designated by the President of the College. The key/key card custodian will maintain records to adequately account for all keys/key cards to the College buildings, rooms, enclosures and vehicles.
- B. Keys/key cards to college property shall not be issued, transferred, loaned or otherwise made available to a person except as authorized by the provisions of this policy.
- C. Any person in the possession of any key/key card to Midland College property must assume the responsibility for adequately safeguarding and returning the key/key card.
- D. Keys/key cards to college property shall not be duplicated by any means unless authorized in writing by the President of the College or the official key/key card custodian.
- E. Keys/key cards may be issued to full-time employees which will give them access to buildings, rooms, enclosures or equipment as necessary in their normal job requirements. Upon termination of employment, all keys/key cards must be returned.
- F. Keys/key cards for part time employees must be issued to a full-time employee who will assume the responsibility for the key/key card.
- G. Keys/key cards to other persons may be issued on a temporary basis, provided the person has justifiable need, and a full-time employee assumes responsibility for the issuance.