



West Valley - Mission
Community College District

In order to maintain a secure learning, teaching and working environment at West Valley and Mission College, all authorized district personnel will be issued keys appropriate for their access to District Facilities in accordance with the policy and procedures enumerated below.

I. POLICY

District keys, fobs and smart cards are issued to employees on an as needed basis. District personnel are authorized to receive and use District keys according to the conditions listed in this policy. Employees are responsible for any and all keys issued to them. Employees shall not loan or duplicate District keys. For liability, security and personal safety reasons, the transfer or re-assignment of any District key from one individual to another is strictly prohibited.

California Penal Code, Section 469:

“Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to buildings or other area owned, operated or controlled by the State of California, any state agency, board or commission, a county, city or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization, is guilty of a misdemeanor.”

All keys issued by the West Valley-Mission Community College District remain the property of West Valley-Mission Community College District. District keys are subject to recall at any time as deemed necessary by the Colleges and or District Administration.

II. PROCEDURES

In compliance with the Board of Trustees’ policy, the following procedures have been developed to ensure the security of District property.

A. New Key Issuance & Card Clearance

1. Keys and locks are managed by the District Facilities Maintenance Office located in the District Offices at the West Valley College campus.
2. All key requests and card clearances must be generated from the department Administrative Specialist, Division Chair or other designated Administrator. All requests must be submitted online using the Facilities/I.S. Work Order System. (For detailed instructions on submitting work orders, please see the

District Facilities page @ MyWVM Portal.

https://mywvm.wvm.edu/staff/dist_dept/facilities/default.aspx

Requestor should list the staff member requiring the key and the room number for which the key(s) are required. If there is a long list, supply the room number and the staff members requiring keys for that room.

3. All key requests and card clearances must be generated from the department Administrative Specialist, Division Chair or other designated Administrator. Key requests and Smart Card clearances will not be taken via telephone, email or written form. For Mission College the key requests go directly to the Dean's Assistant or to the appropriate Vice President's office.
4. Keys and card clearances will be issued to all employees per approved request. Requests may take up to 5 days to process. Keys/clearances may be issued to temporary or part-time employees (certificated or classified) to address exceptional circumstances.
5. Keys and Smart Card clearances will not be issued to student assistants.
6. Key users must receive their keys in person at the Facilities Office located at West Valley College or Mission College. Valid identification must be presented at the time the keys are issued. Valid identification includes standard formal ids, such as a valid state issued driver's license or a valid WVMCCD employee ID card.
7. Prior to receiving the key, the employee will be required to complete and sign a Key Control Identification Card consisting of the following information of record:
 - Name of person issued key
 - Employee College ID Number
 - Division/Discipline
 - Certificated/Classified employee
 - Full-Time or Part-Time Permanent
 - Type of key(s) issued
 - Amount of key(s) issued
 - Key number
 - Date of issuance
 - Date Key(s) returned

By signing the key card, the recipient agrees to abide by the District Key Policy and agrees to adhere to all the terms and conditions listed. Once completed, the signed Key Control Identification card(s) will be kept at the District Facilities Office for inventory, periodic audit and for identification/record purposes.

**B. Replacement/Duplicate of Original Keys
Lost/Stolen Keys and Fobs**

Administrators, faculty and staff are not required to pay for initial authorized key(s), but will be required to pay a fee for replacement of keys that have been lost or stolen. If a key has been lost or stolen, it's imperative and the key holder's responsibility to conduct due diligence in searching for the key(s), before a new request is submitted. Employees who have lost their key(s)

should immediately report the details of the loss to the Campus Police Department located respectively at each college. The Police Department will provide a case number for the lost key(s). A new key request containing the police case number must be generated from the Department Chair or Administrative Specialist and just like the initial key request will be submitted through the online Work Order System.

1. Key Fees

A \$10 (**per key**) replacement fee will be assessed to the authorized key holder should a key be lost or stolen. If the lost key(s) are located after replacement key(s) have been issued, the original keys shall be returned to the Campus Facilities Office. There will be no refund of replacement fees for keys that have been reported lost or stolen and are later recovered.

2. Lost/Stolen ID Smart-Cards

Employees are expected to take good care of the ID cards issued to them. If cards are lost or stolen, please contact the District Police department immediately before obtaining a replacement. A \$10 card replacement fee will be assessed to the authorized Smart Card holder. The fee is non refundable

3. Damaged Keys

Broken, excessively worn or unusable Keys or Smart Cards will be replaced at no charge. A Facilities Work Order must be submitted and the damaged key must be returned to the appropriate Campus Facilities Office before a new key is issued. For a new Smart Card please contact the Admissions & Records Office at West Valley College or Student Development Office at Mission College.

4. Duplication

District employees are not allowed to duplicate District keys for any reason. (See California Penal Code, Section 469 on first page)

C. Change of Assignment/Work Location

Employees changing job assignments, work location, or transferring from one District site to the other, must return their key(s) to the Campus Facilities Office. (See Return of Keys in Section D). New keys will be issued for the employee's new work location only upon receipt of a new work order submitted online through the Work Order System. (See New Key Issuance, Section A).

D. Return of Keys

All keys must be returned to the Facilities Office at West Valley College or the Mission College Facilities Office upon termination or departure of the employee. Departure of employees may include but is not limited to retirements, resignations, reassignments and terminations. When an individual's need for a key no longer exists, whether as a result of termination of employment or other reasons, it is the responsibility of the employee to make sure all keys issued to them have been returned.

Human Resources is responsible for distributing employee exit checklists which must be signed by Facilities Department staff, who before signing will verify that all campus keys have been returned to the District. The signed exit form indicates that the departing employee has turned in all District Keys issued to them.

E. Smart-Card Clearance

1. Department Chairs or Administrative Specialists are responsible for submitting card clearance requests via the Facilities/IS Online Work-Order System.
2. All Clearances will remain active until either of the following occurs:
 - A Work Order is submitted requesting the expiration of the clearance
 - Separation of the employee from the District
(See Section D Return of Keys above)

F. High Security Keys

All employees are to be issued keys that will give them access to their work areas only. In some cases, an employee may require access to other areas in which high security keys may be issued. High Security Key issuance will be approved on a case-by-case basis by the VP of Administrative Services, the College President or the District Facilities Manager. High Security Keys include: GM-2, GM-20, GGM, A-Master keys and Primus Master keys.

G. Access to Buildings by Outside Contractors

The Facilities Department will make arrangements with outside contractors requiring building access and all lock work will be coordinated by the Facilities Managers with the District Locksmith.

Special keys may be loaned to authorized outside service personnel, subject to the approval of the Director of Facilities or his/her designee at either college. Loaned keys must be returned at the end of the workday or contract period, (whichever occurs first). The District reserves the right to request a key deposit in the amount of \$250 from such contractors as deemed necessary. The key deposit shall be in the form of a check made payable to WVMCCD Facilities. Such key deposit will be returned upon proper return of the key(s).

H. Emergency Keys

Emergency keys are available for one time use only. Employees who need assistance in accessing rooms on an emergency basis may check with one of the following:

- Administrative Specialist. For Mission College: Dean's Office
- Office of Instruction
- Office of Administrative Services
- Custodial Staff
- Evening/Weekend Supervisor
- Facilities/Maintenance Manager