



KEY REQUEST

STATUS <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other	Name (Last, first & middle initial)		
	Position	Work Phone	
I have read and understand the information listed on the reverse side of this form and agree to abide by its contents.	Signature of Requester (person named above)		Date
REASON FOR REQUEST			
<input type="checkbox"/> Original Issue <input type="checkbox"/> Transfer <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Damaged or Broken <input type="checkbox"/> Other (explain)			
DESCRIPTION OF KEYS TO BE ISSUED			
Enter only one (1) key per line below. If additional space is needed, use a separate key request form.			

Key #	Campus	Bldg. #	Room #	Miscellaneous Description	Admin. Use Only
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

REVIEW AND AUTHORIZATION

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Signature of Director or Department Head	Approval Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Signature of the Chief of Police	Approval Date

CAMPUS POLICE USE ONLY

Control Number	Date Received	Date Issued	Issued By	Date Indexed

KEY CONTROL INFORMATION

1. **Organization and Administration of College Key Control Program.** The College key control program pertains to all campuses. Because the key control function is one of the most sensitive areas on campus and is intrinsic to a good security system, it must be maintained under rigid and tight control. The Chief of Police is responsible for maintaining direct control of the College's key control system, including exercising final review over all key requests. Locksmith services such as replacement keys must be procured through the College's Police Department. For services such as repair, changes, additions or replacement of locks, it is the employee's responsibility to put in a work order through Maintenance and make the College Police Department aware of any special lock changes.
2. **Issue of Keys.** The issue of keys is limited to authorized employees only, whose duties require constant use of the key(s), or when they must have access to an area at irregular, but frequent times. The issue of keys must be approved by the appropriate College officials, to include: (1) the cognizant Director or Department Head, and (2) the Chief of Police. Because the loss of a master key will severely compromise the building security system, master keys will not be regularly issued to personnel. Master keys shall be in limited use and issued only to those employees who have an absolute necessity to utilize them.
3. **Lost, Stolen or Damaged Keys.** Lost, stolen or damaged keys shall be reported immediately to the College Police Department. As soon as practical thereafter, the keyholder must submit a written report to the Chief of Police detailing the circumstance of the lost, stolen or damaged key. Replacement of lost, stolen or damaged keys will be issued upon presentation of a properly executed and approved Key Request (507). In the case of damaged or broken keys, the key(s) must accompany the Key Request and must be examined by the Chief of Police, or his designee, prior to replacement being issued.
4. **Transfer of Keys.** Personnel transferring from one work area to another or between campuses must turn in their key sets at such time as the physical relocation becomes effective. Building keys will be issued for the new location at the discretion of the proper authority. Keyholders shall not turn their keys into anyone other than an authorized representative of the College Police Department. The practice of accepting keys from transferring or departing employees and then reissuing them to replacement personnel is strictly prohibited.
5. **Return of Keys.** All keys must be returned to the College Police Department upon termination or departure of any employee having been issued keys. Separations include sabbatical leave, termination or resignation, and leaves, vacation or other absences that are anticipated to exceed ninety days. Failure to turn in keys prior to departure may result in the retention of the final paycheck until the requirement is met.
6. **Responsibility for Key and Building Security.** Keyholders are responsible for the security of all keys issued to them. Keys shall be used only by the keyholder who signed them out and only for official duties. Keys shall be carried on the keyholder's person at all times during a work shift and should not be left unattended, even for short periods of time. Keyholders are responsible for the security of those areas to which they have been issued keys and shall take care to ensure that building doors are locked upon entering and leaving the area. Keyholders are responsible for all College property in their assigned areas. Keyholders should not open doors for unauthorized persons or non-keyholders.
7. **Unauthorized Loaning, Duplicating, or Use of College Keys.** Arizona Revised Statute §13-3715 provides that it is unlawful for any person to knowingly cause to be manufactured or duplicated or possess or use a key to any building or other area owned, operated or controlled by the College without proper authorization. Unless expressly approved by the Chief of Police, the unauthorized loaning, duplication, or use of a College key is strictly prohibited, and may lead to criminal prosecution and/or disciplinary action.

You will be notified when your keys are ready to be picked up.