



# KEY/CARD ACCESS REQUEST FORM

Each type of request (Key or Card Access) must be submitted separately to Police Department. Choose one option:

Key Access Request  
Physical Key

Card Access Request  
Card (keyless)

|   |                                      |             |
|---|--------------------------------------|-------------|
| <b>STATUS</b><br><input type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Other | Name (Last, first & middle initial): |             |
|   | Position:                            | Work Phone: |

|   |  |       |
|---|--|-------|
| I have read and understand the information listed on the second page of this form and agree to abide by its contents. | Signature of Requester (person named above): | Date: |
|---|--|-------|

**REASON FOR REQUEST**

Original Issue   
  Transfer   
  Lost or Stolen   
  Damaged or Broken  
 Other (explain) \_\_\_\_\_

*If transferring to a new campus location, office, &/or cubicle, please complete:*

|   |                             |                              |
|---|-----------------------------|------------------------------|
| <input type="checkbox"/> Office Location Change | <u>Old</u> Campus Location: | <u>Old</u> Office/Cubicle #: |
|   | <u>New</u> Campus Location: | <u>New</u> Office/Cubicle #: |

**DESCRIPTION OF KEYS/ROOM ACCESS TO BE ISSUED**

Enter only one (1) room number per line below. If additional space is needed, use a separate request form.

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

**POLICE USE ONLY**

| Control Number | Date Received | Date Issued | Issued By | Date Indexed |
|----------------|---------------|-------------|-----------|--------------|
|                |               |             |           |              |
|                |               |             |           |              |

# KEY/CARD (Keyless) ACCESS REQUEST CONTROL INFORMATION

1. Instructions. If access is required for a room with card reader, only the card access will be given. Please download and complete a separate form for rooms with only key access and a separate form for rooms with card access. When form is completed and signed with either an official Adobe signature or a physical signature by the person who will be responsible for the key or card access, the form is to be emailed submitted to their Director or Head of Department for their official digital signature. The Director or Head of Department will email this form to the Police Department for processing.
2. Organization and Administration of College Key and Keyless Access Control Program. The College key and keyless access control program pertains to all campuses. Because the key and keyless access 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 and keyless access control system, including exercising final review over all key/keyless access 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.
3. Issue of Keys and Keyless Access. The issue of keys and keyless access is limited to authorized employees only, whose duties require constant use of the key(s)/access to room, or when they must have access to an area at irregular, but frequent times. The issue of keys and access must be approved by the appropriate College officials, to include: (1) the cognizant Director or Head of Department, and (2) the Chief of Police. Because the loss of a master key/access card will severely compromise the building security system, master keys/access will not be regularly issued to personnel. Master keys/access shall be in limited use and issued only to those employees who have an absolute necessity to utilize them.
4. Lost, Stolen or Damaged Keys/ Keyless Access Card. Lost, stolen or damaged keys and access cards shall be reported immediately to the College Police Department. As soon as practical thereafter, the key/card holder must submit CACPD Key/Card Lost Stolen Damaged Report to the Chief of Police detailing the circumstance of the lost, stolen or damaged key/card. In the case of damaged or broken keys/access card, the key(s)/card must accompany this report. Replacement of lost, stolen or damaged keys/access card will be issued upon presentation of a properly executed and approved Key/Card Access Request.
5. Transfer of Keys/Keyless Access Cards. Personnel transferring from one work area to another or between campuses must turn in their key sets and cards 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. Key/card holders shall not turn their keys/access cards into anyone other than an authorized representative of the College Police Department. The practice of accepting keys/access cards from transferring or departing employees and then reissuing them to replacement personnel is strictly prohibited.
6. Return of Keys/Keyless access cards. All keys/keyless access cards must be returned to the College Police Department upon termination or departure of any employee having been issued keys/keyless access card. 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/keyless access card prior to departure may result in the retention of the final paycheck until the requirement is met.
7. Responsibility for Key/Keyless Access Card and Building Security. Key/keyless access card holders are responsible for the security of all keys/card issued to them. Keys/card shall be used only by the person who signed them out and only for official duties. Keys/card shall be carried on the key/card holder's person at all times during a work shift and should not be left unattended, even for short periods of time. Key/card holders are responsible for the security of those areas to which they have been issued keys/card and shall take care to ensure that building doors are locked upon entering and leaving the area. Key/card holders are responsible for all College property in their assigned areas. Key/card holders should not open doors for unauthorized persons or non-key/card holders.
8. Unauthorized Loaning, Duplicating, or Use of College Keys/Keyless Access Card. 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/access card is strictly prohibited, and may lead to criminal prosecution and/or disciplinary action.

SIGNATURE \_\_\_\_\_

You will be notified when your keys are ready to be picked up or card is programmed.

4/21/2022