SMCC INDIVIDUAL KEY REQUEST FORM

The South Mountain Community College Public Safety Department is responsible for the issuance of KEYS that control access to buildings, offices and other lockable areas on campus.

Keys are not to be duplicated, loaned or transferred to other employees. The college employee to whom the key(s) is issued is personally responsible for how the key(s) is used and for the return of the key.

A lost/stolen key must be reported to the Public Safety Department immediately and a report will be taken at that time. Employees may be held responsible for any cost incurred by SMCC to replace the lost property.

Keys will generally be ready for pick up within 72 hours of initial request. Key request forms can be downloaded from the SMCC Public Safety Web-site or picked up at the Public Safety Office. Keys are to be signed for and picked up at the Public Safety Office.

Please print legibly or type. Provide ALL information requested.

Date: _________ Quantity: ________ Department: ________________

Printed Name of Person Requesting Key: ________________________________

E-Mail: ________________________________ MEID#: ________________

Phone Extension: ________________

Circle One: Instructor/Adjunct Athletics Staff/Other

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<th>Key</th>
<th>BLDG</th>
<th>ROOM #</th>
<th>NEW</th>
<th>STOLEN</th>
<th>LOST</th>
<th>DAMAGED</th>
<th>KEY #</th>
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Division Chair/Manager Date Signature after Key is Received Date

* Keys not picked up after 10 business days will be returned to stock and a new request will have to be submitted.

*PUBLIC SAFETY PERSONNEL ONLY

Request received by Date Key issued by Date

Public Safety Commander/Designee Date

Lost/Stolen keys must have a Public Safety Report attached

Damaged keys must have the damaged part attached
SMCC KEY CARD CONTROL PROCEDURES

The key control procedures are designed to reduce liability exposure and to strengthen access control practices.

1. Keys are issued in response to a departmental or individual request.

2. Key requests are processed and approved in the following sequence:

   a. A key request form will be legible and fully completed. The following areas require special attention:

      (1) Replacement requests for a damaged key **MUST** have the damaged key (s) attached to the key request form.

      (2) **A lost/stolen key must be reported to the Public Safety Department immediately.**

         Replacement requests for lost/stolen keys require a Public Safety report attached to the key request form. The report must be filed before the request will be filled.

   b. The Department Chair/Head shall sign the request form to approve the request.

   c. The Key Request form is then returned to the Public Safety Office.

3. At any point in the process, the key request may be denied. The reason for denial will be indicated on the form and returned to the Department Chair/Manager. If the denial is supported, the process terminates. If the denial is reversed, based upon additional justification, the request is then re-submitted.

4. Before receiving a key(s) to a new/renovated building, or when changing offices, the requester will turn in **ALL** previously issued keys from the previous area within a three (3) day period, upon vacating the space. Failure to return a key within the above timeframe could result in the employee being assessed a fee. Keys that are turned in must be accompanied by a completed SMCC Key Return Form. Requests for new keys will be processed as outlined in #2.

5. The requester will then be notified of the approximately date and time the key may be obtained from Public Safety. The requester will be required to sign for the key/swipe card when taking possession of the key from Public Safety.

6. **Upon termination or contract end, the employee must return all keys to Public Safety utilizing a Key Return Form.**

I have read, understand, and agree to abide by the above key procedures:

__________________________________  __________________________________  ______
PRINT NAME                            SIGNATURE                          DATE