

## KEY POLICY

In an effort to ensure security campus wide, the following is the Key Policy:

1. Police Department will have key access to all doors/facilities on campus.
2. Facilities will have key access to all doors/facilities on campus.
3. Custodial Supervisor will have key access to all doors/facilities on campus.
4. Academic Buildings:
  - a. Full time faculty with offices will have key access to the building and their office
  - b. Classroom key access will be on a need to have basis (classes taught)
  - c. Division Chair will have key access to assigned building.
  - d. Adjunct faculty will have key access to their assigned office.
5. Administrative Offices:
  - a. Employees will have key access to the building and their office
6. Custodians will have key access to their assigned areas, except President's Office.
7. Housing:
  - a. ORL will maintain key access to all residential buildings and apartments
  - b. RAs will maintain key access to the building they are assigned to and apartments in that building.
  - c. Weekend RAs will have key access to all residential buildings and apartments

Exceptions to this policy can be granted by the President or the Vice President for Administration and Finance.