Napa Valley Community College District
Access Control – District Facilities

The access control guidelines outlined in this document are intended to provide guidance regarding authorized access by employees of the District to District facilities, and the management of key access to buildings and properties of the District.

General Information

1. **Hours of Operation**

    Main Campus
    Monday through Friday   7:00 a.m. – 10:00 p.m., or at the
                                             conclusion of on-campus classes

    Saturdays & Sundays   As needed to support college instructional
                                             and related programs.

    Upper Valley Campus   Contact the Director of Continuing Ed. for
    Based upon class schedule   access information.

During regularly scheduled instructional days, Buildings on campus will be opened not later than 7:00 am and secured at the conclusion of on-campus classes or other scheduled activities.

Access to campus buildings on Saturdays and/or Sunday's will be provided by campus police consistent with the weekend event schedule provided by the Facilities Department.

General guidance regarding days of operation for campus facilities will be informed by the current Academic Calendar as published by Napa Valley College.

Access to campus facilities by outside parties, including civic center permits, will be arranged through the Facilities Department in advance.

Access to District Facilities by those authorized, but do not have key access, will be provided by campus police. Authorization supporting access privileges will be provided in writing and/ or by email from the NVC Facilities Department. Persons with access privileges should have a copy of written authorization available when making entry. The District reserves the right to request identification before granting access to District operated facilities.

Requests for access privileges (keys) outside of policy may be considered under special circumstances. In this case, complete a Key Request Voucher, provide a rationale for the requested access privileges and forward to the Director of Facilities, or their designee. Such a request may require authorization by additional administrative officers of the District.

All keys referred to in these administrative regulations are the property of Napa Valley College and are not to be duplicated under any circumstance. Duplication of a key, or the possession of an unauthorized duplicate, may result in disciplinary action.

2. **Contacts**

    Facilities Services
    Phone: 707-256-7580
    E-mail: facilities@napavalley.edu
    Location: Building 4100

    College Police
    Phone: 707-256-7777
    E-mail: college.police@napavalley.edu
    Location: Building 2250

3. **Definitions**

    a) *Building Master Key*- A key that grants access into the exterior and all interior doors of a designated building.

    b) *Building Submaster Key*- A key that grants access to the exterior and selected interior doors within a program area of a designated building. This key is program and/ or department specific.

    c) *Campus Master Key*- A key that grants access into the non-restricted exterior and interior doors of all campus buildings.

    d) *Office Key* – a key that provides access to a specific office space only.

    e) *Specialized Key(s)*- a key or set of keys that provides access to specialized areas including labs, studios, storage rooms, and athletic facilities. ⌷

    f) *Central Key Control File*- Records maintained by the Facilities Department identifying keys by number and function and maintaining records to whom keys are issued.

    g) *Key Control Manager*- The Director of Facilities Services, or their designee, will manage the keying system and be responsible for issuing, recording, and recovering keys in accordance with these regulations.

4. **The Director of Facilities will be responsible for:**

    a) Reviewing and updating access policy, including key and/ or access card (when applicable) procedures that provide reasonable convenience while ensuring the security of District assets.

    b) Maintaining the central key-control file and up-to-date records of keying systems.

c) Issuing District keys consistent with the Access Control Policy

d) Maintaining a secure location for all access key records and duplicating materials and equipment.

e) Providing for the maintenance of all lock work, except that is required under construction contracts.

f) Coordinating lost key records with the College Police Department.

g) Collaborate with the Human Resources office to develop and maintain the process for the recovery of keys from personnel who are separating from the institution or transferring to another office.

h) Annually advising employees of best practices for the use and security of District keys.

5. <u>Individuals to whom keys have been issued are responsible for</u>:

a) Acknowledging and signing the access authorization agreement upon the issuance of keys and/ or access codes or cards.

b) Maintaining practices to continually secure all issued District keys.

c) Reporting lost or stolen keys to the College Police Department, the Director of Facilities Services, and the supervisor within 24 hours.

d) The equipment and supplies that are protected by that key.

e) Returning key/ access card when concluding employment. Final remuneration may be held until the keys are returned.

6. Access Authorization to District Facilities

General Access	Authorized Employee	Authorized By
Campus Master Key		
	Superintendent/President	President/ V.P. Admin. Services
	College Police	Police Chief/ V.P. Admin. Services
	Vice Presidents (Administrative Services; Academic Affairs; Student Affairs; H.R.)	V.P. Admin. Services
	Director of Facilities Services	V.P. Admin. Services
To be checked out daily	Building Mechanics (District Facilities Staff)	Director of Facilities
To be checked out daily	District Warehouse Staff	Director of Facilities
To be checked out daily	Custodial Staff	Director of Facilities
To be checked out as needed	I.T.	V.P. Admin. Services
Building Master Key		
	Sr. Dean/ Dean (academic programs and services)	V.P. Academic Affairs
	Sr. Dean/ Dean/ Director (Student Services/ Admin. Services	Respective V.P.
Building Submaster Key		
	Sr. Dean Group	Respective V.P.
	Dean Group	Sr. Dean/ Directors/ Controller
	Associate Dean Group	Sr. Dean/ Directors/ Controller
	Director Group	Sr. Dean/ Directors/ Controller
	Senior Manager Group	Sr. Dean/ Directors/ Controller
	Manager Group	Sr. Dean/ Directors/ Controller
	Executive Coordinator/Assistant	Respective V.P., Sr. Dean/ Directors/ Controller
Building Exterior Access		
	Permanent FT Faculty	Sr. Dean/ Directors
	Designated Support Staff	Respective V.P., Sr. Dean/ Directors/ Controller
	Administrators	Respective V.P.
Office Keys		
	PT/FT Faculty Office occupants	Sr. Deans/ Directors
	Staff Office occupants	Deans/ Directors/ Controller
Specialized Building/Room/Gate Key(s)		
	Faculty and Designated Support Staff with necessary access to specialized rooms/areas *	Sr. Deans

Specialized Building/ Room/ Gate contd.		
	Human Resources	V.P. Human Resources/ President
	Payroll (Payroll personnel, H.R. personnel)	V.P. Admin Services
	Cashier Office	Controller or V.P. Admin. Services
	Campus Police	Chief of Police or V.P. Admin. Services
	Student Health Center	V.P. Student Services
	I.T. Basement	V.P. Admin. Services
	Facilities Offices	Director of Facilities
	Warehouse Cage	Director of Facilities
	Mechanical/Custodial Operations	Director of Facilities
	Fuel Pumps	Director of Facilities
	Bumpy Camp	Director of Facilities
	Dale Clyde Preserve	Director of Facilities

7. **Procedure for Obtaining and Returning Keys**

a) Employees receiving keys/ access privileges are required to sign a key-issue record for keys received. The Director of Facilities Services, or their designee, will maintain a record of key issues by name and key number.

b) When keys are returned, the Director of Facilities Services, or their designee, will note the receipt of returned keys and issue a confirmation of receipt to the employee.

c) Part-Time/Temporary Employee Assignment Process:

   i. Administrative Assistants (or designated support staff) will be responsible for maintaining a list of all Part-Time Faculty or Temporary Employee Assignments (TEA's) in their assigned divisions/departments.
   ii. A reminder e-mail will be sent to all Administrative Assistants (or designated support staff) at the end of each semester requesting an updated list of non-returning PT Faculty or Staff.
   iii. Administrative Assistants will be required to send an e-mail to all non-returning PT Faculty or Staff requesting that all keys be returned to the Facilities Department upon their departure.
   iv. One month following the end of each semester, Facilities will provide a list to the respective Administrative Assistants and Supervisors of PT Faculty and Staff who have failed to return their keys.

8. **Transferring Keys**

a) An employee assuming additional responsibilities and/ or transferring to a different work location are requested to contact the Director of Facilities Services or their designee, to arrange for the issuance of the appropriate key(s).

9. **Lost or Stolen of Keys**

a) Lost or stolen keys must be reported as soon as possible to the Facilities Services Department, the employee's supervisor, and the College Police Department.

b) The employee will submit a written summary of the events surrounding the lost key and submit to the Director of Facilities Services, or their designee, for review before replacement keys are issued.

c) Negligence resulting in the loss of District keys may result in the assignment of personal financial responsibility to re-establish access security.

10. **Request for Rekeying and Lock Changes**

a) All requests for rekeying and lock changes must be submitted in writing to the Director of Facilities Services, or their designee, for review and authorization.

b) The Director of Facilities Services, or their designee, will coordinate all rekeying and reissuance of keys.

11. Authorized District Locks and Keys

No privately owned locks or keys may be used for access to District controlled facilities. The unauthorized replacement of District locks and keys may be subject to disciplinary action. Unauthorized locks will be removed.

Locks for use by individual faculty, staff and students for personal use lockers in gymnasiums and break rooms are permitted.