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Access Control Policy

3225

The District safeguards State assets and promotes the security of campus personnel through appropriate monitoring of access to District property. This access control policy addresses all

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ISSUANCE OF KEYS

All persons issued District keys

Electronic Access

Electronic access is considered the same as keys because it allows access to buildings, rooms etc. All requests for electronic access will be handled as those for hard keys. Upon delivery of the request to the Lock Shop, the access will be activated or deactivated depending on the need.

The Lock Shop will perform an audit of the electronic lock upon request from the department (times, dates and credentials used).

Employee Separation from the District / Inactive Employee

Separating employee(s) will return all keys/credentials to the Human Resources Department or Responsible Person, who then completes the Human Resources Employee Separation process confirming that all keys assigned to that individual are accounted for and have been returned to the District's possession.

Fabrication

Unauthorized fabrication, duplication, possession or use of keys to facilities of the Foothill-De Anza Community

Lost Keys

Employees must inform the department head immediately. Employees must then complete a Lost Key Report with the District Police.

Deans, Department Heads or Authorized Representatives

Authorization for the issuance of keys to college and departmental staff and