

Administrative Series—2000

KEYS AND ACCESS CARDS

To protect assets of Chemeketa Community College, buildings and interior spaces must be secured at an appropriate level, depending on the contents of the space. The college issues keys and electronic access cards through the Public Safety Office to authorized persons to provide access to specific areas of the college.

The Public Safety Office has overall responsibility for ensuring college facilities are secure. However, all employees (salaried, part-time faculty, part-time hourly, and student workers) have a responsibility to assist in ensuring unsupervised facilities on college owned and/or controlled property are secure. Any open rooms need to be under the control of a college employee or a designated representative. Thus, when a room is vacated, the employee relinquishing control of the room shall ensure the room is locked.

March 15, 2006

Adopted College Board of Education

June 30, 2010; December 18, 2013;

January 18, 2017

Revised College Board of Education