

Volunteer State Community College
BUILDING / ROOM / OFFICE ACCESS REQUEST FORM

Name _____ College ID # V _____

Title _____ Department _____

Employment Status Full-Time Part-Time/Adjunct Telephone Extension _____ Date _____

Classroom and/or Office Key Request

Building, Room/Office No. _____ Building, Room/Office No. _____

Building, Room/Office No. _____ Building, Room/Office No. _____

Computer Lab Pin Code Request

Lab Building/Room and Pin Code# _____ Pin Code Expiration Date _____

Electronic Access Card Request *Approval from Division Vice President is required for part-time employees, adjunct faculty, students, and special exceptions.

Building _____ Time of Access _____ Expiration Date _____

Supervisor Signature _____ Date _____

Vice President Signature (Applies to Electronic Access Card Only see #1 below) _____ Date _____

As an employee of Volunteer State Community College, I agree to **return keys/electronic access cards issued to me upon termination of my employment**. I have read the access control terms and agree to comply with all provisions. I also understand that any violations of any part of the access control policy will be subject to disciplinary action and may lead to termination. I further understand keys and proximity cards assigned to me must be returned upon resignation/termination.

KEY / ELECTRONIC ACCESS CARD RECEIVED: _____ DATE _____

KEY / ELECTRONIC ACCESS CARD RETURNED: _____ DATE _____

Access Control Terms

The purpose of the access / key control agreement is to establish and maintain integrity in the issuance, return, accountability and record keeping of all VSCC external / internal building access keys and electronic cards.

1. The Chief of Campus Police is responsible for approval, management, control, record keeping and auditing of the key/electronic proximity access control program. Full-time employees, authorized, part-time employees and /or authorized students may be issued keys or electronic proximity cards upon recommendation and approval of their supervisor (s) and Chief of Campus Police. Students and authorized, part-time employees must also have the approval of their division's Vice President.
2. **Keys and electronic proximity cards are not to be transferred** from one individual to another (even within the same department). Violation of this policy statement may result in disciplinary action up to termination.
3. Individuals to whom College keys, electronic proximity cards, or pin codes are issued are responsible for physical security and their use. Keys/codes/cards should not be "loaned." Violation of this policy statement may result in disciplinary action up to termination.
4. Loss or theft of any key (s) or electronic access control card or key must be reported immediately to the Campus Police Department.
 - a. There is a one (1) time fee waiver of \$20.00 in the event the electronic proximity card is stolen. A police report is required for documentation purposes.
 - b. Lost or misplaced keys and/or electronic proximity cards, which have been found, should be forwarded immediately to the Campus Police Office.
 - c. If electronic proximity card is lost, the employee will be charged a \$20.00 replacement fee for the card.
5. Employees who terminate their services with VSCC are responsible for returning their keys and or electronic proximity card to the Office of Human Resources who will in turn forward on to Campus Police.

Campus Police Use Only

Chief Campus Police: _____ Date: _____

Disapproved and/or Recommendations: _____

Received by Campus Police and forwarded to Plant Ops: _____ Ready For Distribution: _____