

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

ISSUANCE OF COLLEGE KEYS

AUTHORIZATION

1. Assignment of keys to employees will be authorized in writing by the appropriate administrator. Authorization shall be as follows:

Grand Master Keys	Recommended and approved by Chief Operations Officer
Building Master Keys	Appropriate Division Chief
Area Master Keys	Appropriate Area Administrator
All Other Keys	Appropriate Area Administrator

2. Authorization of keys for student use is discouraged. However, when keys are essential to the operation, they shall be authorized by the appropriate Area Administrator.
3. The Chief Operations Officer, when he/she deems advisable, shall authorize special lock cores and the necessary keys. Such core authorizations shall not be subject to the Grand Master Key Control.
4. The Chief of Police shall issue all keys.

RECORDS AND CONTROLS

1. Where applicable, a key record shall be maintained by the office of the Chief of Police.
2. The office of the Chief of Police shall maintain duplicate keys.

LOST

Employees will be charged \$50 per lost Medeco key and \$25 per lost Best key.

RECALL

Keys are to be returned by College personnel upon the request of the authorizing administrator, upon termination of employment, upon commencing a leave of absence, or upon reassignment.

Revised—President's Cabinet
September 23, 1985
October 14, 1996
November 4, 2003
Retyped—Title Change
September 20, 2004
Revised—Cabinet
June 21, 2005
Retyped—Department/Title Changes
September 14, 2007
Proposed—Cabinet
February 1, 2011
Revised—VP and CFO
August 1, 2019
Reviewed—HR & Risk Management
January 29, 2021