



PROCEDURES FOR COLLECTION OF KEYS

1. It is the responsibility of the area dean/ supervisor to refer an employee to Campus Operations to turn in keys upon change of assignment, or upon resignation.
2. In addition, it is the responsibility of the area dean/supervisor to notify Campus Operations regarding personnel reassignments and/or resignations as a check and balance.
3. If keys are not returned by an employee, it will be the responsibility of the area dean/supervisor to obtain the keys and return them to Campus Operations; otherwise charges will be incurred to that department’s budget.
4. Employees keys that are returned shall not be tarnished by nail polish, permanent marker and/or any other sort of adhesive material; otherwise cleaning charges will be assessed to the employee’s dean/supervisor department’s budget.

PROCEDURES REGARDING LOST/STOLEN KEYS

1. The loss of a key must be reported immediately to Campus Operations and the Los Rios Police Department. The lost key is the responsibility of the key hold-er; any replacement cost will be borne by the key holder’s program, department, or campus.
2. Failure to report the loss of a key could lead to the department; or campus being held solely responsible for any costs arising from resulting losses, damages or destruction. Any key that is found after being reported lost must be returned to any Campus Operations Office.
3. If keys are stolen, the key holder must file a police report immediately with the Los Rios Police Department. If an allied agency took a report the employee is still responsible for notifying the Los Rios Police Department. Liability of the cost will be determined once a re-port has been filed.

KEY REPLACEMENT

Programs and departments will be held responsible for any costs that arise from key replacement and re-keying structures and will be billed accordingly. Below is the cost of replacing a key:

Imron Access Card	\$10
Exterior door hard key	\$50
Interior door hard key	\$50
Sub Master key	the cost of re-keying a specific area
Building master key	the cost of re-keying an entire building
Campus master key	the cost of re-keying multiple buildings

* Departments are responsible for the cost of replacing their employee’s lost or damaged key(s) and/or Access Cards.

KEYBOX KEY REPLACEMENT

Programs and/or departments will be held responsible for any costs that arise from key replacement and re-keying structures and will be billed accordingly. Below is the cost of replacing keys in key boxes:

\$500 per lost Building Master Key; plus a minimum charge of \$1,500 with additional charges based upon the number of doors and keys that are affected.

\$2,000 of lost Campus Master Key; plus a minimum charge of \$5,000 with additional charges based upon the number of doors and keys that are affected.

Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.

Key Code: _____ **Serial Number:** _____

Key Code: _____ **Serial Number:** _____

Key Code: _____ **Serial Number:** _____

Key Code: _____ **Serial Number:** _____

Key Code: _____ **Serial Number:** _____

Key Code: _____ **Serial Number:** _____

Name: _____

Signature: _____

Date : _____