

Procedure III.3004.D.a, Keys and Proximity Cards

Associated Policy

Policy III.3004.D, Keys and Proximity Cards

Purpose

The purpose of this procedure is to describe the process for safe and compliant issuance and control of access control tools.

Procedures

Keys and proximity cards (keys) are College property and may only be issued by the appropriate campus office or by the Facilities Services Department. Access permissions are granted based on business need. Many areas of the College have restrictive access. The Access Matrix below outlines appropriate access for various categories of employment. Not everyone needs access to all areas of the College. Leaders are responsible for assessing need and requesting access for their employees. Employees with a business need for access must complete a Key Access Request Form and return it to the appropriate office for approval and issue. This form is located on the Facilities Services webpage on the College website.

Access Control Matrix

Access Group	Task Specific Space (1)	Building General (2)	Mechanical & Electrical Rooms (3)	IDF, Data Center, ITS Asset Storage (4)	PD Evidence & Weapons Storage (5)
SJC Police Department	X	X	X	X	X
Facilities Services	X	X	X	X	
ITS	X	X		X	
College Leadership	X	X			
General Employee	X	X			

- Task Specific Space is located within buildings and designated for specific tasks and purposes by college personnel.
- General building access includes partial and whole buildings (sub-master, master, and grand master access hierarchy).
- Facilities electrical and mechanical spaces.

- ITS Intermediate Distribution Frame (IDF) closets, data centers, and inventory/asset storage spaces.
- Evidence and weapons storage spaces within police-controlled areas.

The College regards unauthorized duplicate keys or proximity cards as an unacceptable security risk. Employees found with such duplicate(s) or found sharing them with an unauthorized party may be subject to disciplinary action.

Keys must be accounted for and/or returned to the College upon separation of employment through the Facilities Services Department. An employee who retires, terminates employment, or transfers to another campus, must surrender all keys to their leader who in turn will return to the Facilities Services Department. In the event of an employee transfer, keys will be issued at the new location. Human Resources Workflow processes are utilized for these purposes.

Keys for part-time employees and/or instructors are issued to the appropriate leaders and/or Department Chairs, who in turn will collect keys upon separation of part-time employees and/or instructors. Proximity cards for part-time employees and/or instructors are issued to the employee.

Keys for desks, file cabinets, and cabinets or furniture are the responsibility of the individuals using these storage receptacles and should be obtained from the employee's leader. Repair and replacement of cabinet and desk locks are accomplished as time and resources allow.

Contractors needing keys should submit a Key Access Request Form directly to the Facilities Services Department, which will process the request and issue keys as needed. This form is located on the Facilities Services webpage on the College website.

Proximity cards are required for electronic access afterhours or in areas normally secured during the workday. Automated exterior access plans are coordinated between Facilities Services, Administrative Deans, and in the case of stand-alone locations, the appropriate program administrator. Facilities Services programs exterior door sets accordingly. On each campus, exterior access scheduling is provided to Facilities Services, Energy Management, ITS, and the Police Department by the respective Campus Services office. For the District Administrative Buildings, exterior access scheduling is confirmed by the Coordinator, Executive Operations, the Manager, Executive Operations, or their respective staff members with approval. Facilities Services will only accept changes to the exterior access schedule from the aforementioned individuals or the College Police Department. Facilities Services only schedules exterior electronic doors. Interior electronic doors are not scheduled. Interior mechanical doors are not unlocked by Facilities Services except on occasion of mechanical failure or lost key. Employees are expected to maintain the appropriate access tools for their areas of responsibility.

All College keys and proximity cards are serialized and are the sole property of the College. Individuals who are provided access shall surrender all keys and proximity cards upon request for inventory or serialization checks by authorized personnel.

Employees shall report lost keys or cards immediately to their leader. Notification of any changes or updates in key status is the responsibility of the person who has been issued access or the leader if the person is no longer an employee. In the event keys are lost or unaccounted for, the College reserves the right to charge a reasonable fee not to exceed \$20 per key or proximity card to recover the labor, materials, and administrative costs of making duplicates.

A breach in security that results in the re-keying or re-coring of an affected area will be evaluated and the resulting costs may be the responsibility of the individual or department where the breach occurred.

Definitions

Key: Hard cut access tool to provide access to secured spaces

Proximity Card: Electronic access tool such as employee ID card or other electronic devices

Roles and Responsibilities

Leader: Person responsible for ensuring appropriate and responsible approval of access control permissions for their direct report(s). The leader is responsible for ensuring their employees properly use assigned key(s) and proximity card(s).

Employee: Person responsible for the appropriate use of college access control tools as outlined in this procedure and all other associated procedures with respect to use of college assets and resources.

Facilities Services: Department responsible for key and proximity card programming and issuance. Manages key records and access control workflow product for new, departing, and transferring employees.

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Associated Policy	Policy III.3004.D, Keys and Proximity Cards
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services