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Southern Virginia Higher Education Center Policy

Policy # 3202

Policy Title: KEY SECURITY POLICY

Responsible Oversight Director: Chief Finance and Operations Officer (CFOO)

Date of Current Revision or Creation: April 2009

A. PURPOSE

The purpose of this policy is to establish Southern Virginia Higher education Center (SVHEC) guidelines for issuance and control of keys for the facilities.

B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

D. SCOPE

This policy applies to SVHEC staff, partners, and contractors offering programs and courses and services in SVHEC facilities. It also applies to all vendors and contractors that conduct work on the SVHEC campus. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, www.svhec.org

E. POLICY STATEMENT

Keys will be issued and controlled by the Operations & Human Resources Manager (or his/her designee). All keys are maintained in a secured cabinet within the Operations & Human Resources Manager's Office. Key(s) will be issued upon hire to designated staff and partners. Vendors will be issued a key to the building and areas of work only if staff will not be in the building to issue a key or grant access. Front Desk staff may issue a loaner key granting access to necessary areas during normal work hours.

The SVHEC has the responsibility to take appropriate action in the case of possible key abuse/misuse. To this end, the Operations Manager and CFOO, as designated by the Executive Director, reserve the right to investigate any potential abuse/misuse.

F. RELATED INFORMATION

[Key Issuance & Return Form](#)

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

Executive Director – Provisional Approval of Policy:

Betty A. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates: December 10, 2013

Scheduled Review Date: December 2018