Key & Access Card Acceptance Policy

Key Requests

Key request documents can be found on the RTC Security website using the following hyperlink RTC Campus Security website. Complete a request form and obtain proper access authorization from a supervisor, dean or vice president. You will be notified when keys are ready to be issued. Prior to keys being issued you will also need to sign a Key Acceptance Agreement form which can also be found on the RTC Security website RTC Campus Security website.

In order to receive requested keys, please schedule a time with the administrative assistant for Security and Facilities by email or by phone. Due to limited staffing there is not a guarantee someone will be available to assist issuing keys and other items without an appointment. Arrangements may be made to retrieve items after business hours if necessary.

   a. Acceptance of keys
       i. The employee acknowledges the receipt of the key(s) and assumes full responsibility for proper use until returned to Renton Technical College key control personnel. The employee agrees not to duplicate, loan, barter, sell or give keys owned or controlled by RTC to anyone.
   b. Non-college personnel
       i. Non-college personnel and vendors will not be issued keys or door access on a permanent basis. The Director of Facilities and Grounds Services, the administrative assistant for Security & Facilities, or designee will issue non-college personnel keys or door access privileges on a limited basis.
   c. Return of keys
       i. Keys issued to a member of faculty or staff at RTC remain property of Renton Technical College and must be returned prior to leaving employment at RTC. When an employee changes departments or assigned work areas, the keys must be returned to Key control personnel. Keys shall not be transferred between employees or supervisors directly. Failure to return keys prior to ending employment with RTC may result in charges for re-keying facilities.
   d. Lost or stolen keys
       i. Lost or stolen keys present a security risk to you and all members of the college. Report lost or stolen keys immediately to the Security Department at 425-235-7871 or by email using the following hyperlink Email RTC Security. Security may be able to assist looking for keys or check to see if any have been located and returned.
       ii. Re-keying costs of facilities may be billed to the employee's department depending on the cost and scope of work required to regain security control over the facilities.
       iii. Repeated incidents of lost keys may result in disciplinary action according to Collective Bargaining agreements if applicable.
       iv. Replacement keys may be issued until the facilities can be re-keyed and new keys issued.
   e. Keys will be issued according to the following guidelines
       i. Authorized individuals will be issued keys granting access to their office, work area, and building (if the building does not have electronic access control).

Electronic Card Access

The Employee ID badge will also serve as an access control card. Staff ID badges are processed by the Administrative Assistant for Security and Facilities in building N room 101. To request a staff ID badge, please fill out the request form located on the RTC Security website using the following hyperlink RTC Campus Security website and email the completed form to the administrative Assistant for Security and Facilities to set up a time to process your ID badge. If you are a new employee at RTC please ask for assistance from your direct supervisor as a part of your employee orientation. Your photo will be taken as a part of the ID Badge process. Directory information will be stored within the Access Control server and software.

Access control privileges will be assigned based on employee location. Access to Building I and C common areas will be granted to all employees for use of facilities when operating hours are restricted for employee access only such as breaks between academic quarters or non-instructional periods.

Approval for access to additional buildings will be determined by the employee's supervisor or Dean. Access privileges can be changed/modified via email or phone requests, there is not a need to do so in person.

Access control cards for faculty and staff will include suicide prevention hotline information starting Fall quarter 2019.

Card Access is restricted Monday through Friday for RTC Faculty and Staff between 6am and 9pm and Saturday 7am to 5pm. <u>Remember, Saturday access must be requested through the executive assistant to the Vice President of Administration and Finance and then added to the Saturday schedule to prevent security alarms and police from responding to false alarms. Costs of false alarms with the City of Renton Police department may be billed to the department of the employee found responsible for causing false alarms, City of Renton currently charges $150.00 per false alarm.</u>

RTC reserves the right to change access privileges based on needs of the employee or College. Access control data is not directly monitored, but may be reviewed as needed.

       a. Acceptance of Access Control card
          i. The employee acknowledges the receipt of their access control card and assumes full responsibility for proper use until returned to Renton Technical College Access Control Personnel. Access Control Cards shall not be loaned, traded, or given to other RTC employees for any reason.

       b. Non-college Personnel
          i. Non-college personnel may be issued a temporary access control card for a specified period of time. Requests for a temporary access control card can be made to the administrative assistant for Security and Facilities. After approval a card may be issued. A valid state ID or driver's License and business card will be needed for records prior to the issuance of a temporary access control card.

       c. Student Access Cards
          i. Students will not be issued access control capabilities with ID badges unless there is a specific need for access and approval from an Instructor or Dean is provided.

       d. Return of Access Control Card
          i. Prior to leaving RTC, employees must return their card so it can be verified as deactivated and to prevent misuse. Access control cards should be returned with RTC keys if the employee has been issued keys.

       e. Lost or stolen Access Control Card
          i. A lost or stolen access control card presents a security risk to college personnel and property. If you are unable to locate your access card or know it has been lost or stolen, please contact Security right away so the card can be "frozen" to prevent unauthorized access. If your card is located prior to getting a new card, it can be activated again easily after Security is notified.
          ii. After report of a lost or stolen access card, a new card may be issued free of charge.
          iii. If a card is lost more than once the employee's department may be charged for replacement costs.

A card will be replaced at no charge if reported stolen as long as a police report is provided to document the lost RTC access card.