



# Los Rios Police Department

Los Rios Community College District

New Employee  
Additional Access  
FT  
PT

## Access Request Form

Employee:

Employee ID:

Dept./ Position:

Supervisor:

Email:

Extensions:

Date Needed by:

**\*KEY REQUEST AUTHORIZATION REQUESTS REQUIRES THREE WORKING DAYS TO PROCESS.**

### Manual Keys

Building

### Lost/Stolen

Room #

### Key Replacement

Key #

### Locknetic

Building

Room #

Key #

### Imron New Issue

Building

### Reactivate (Not Working)

Area

### Card #

Rooms

Lost/  
Stolen  
  
Replace-  
ment

### Alarms Code

Building

Room #

Alarm Code #

**Keys that are not picked up within 30 days will be returned to file and will require a new authorization request.**

(Section 469, Penal Code) -Unauthorized Making, Duplicating or Possession of Keys to Public Buildings

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.

**By signing below you are stating that you have read and understand all aspects of this request. See reverse side of this document.**

**Supervisor/Dean Signature Required**

**Date**

**Employee Signature (Received)**

**Date**

OPERATIONS DEPARTMENT USE
Processed Date: _____
Staff Initials: _____

LOS RIOS POLICE DEPARTMENT USE
Prox. #: _____
Processed Date: _____
Staff Initials: _____

## PROCEDURES FOR COLLECTION OF KEYS

1. It is the responsibility of the area dean/ supervisor to refer an employee to the Police Office 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 the Police 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 the Police Office; otherwise charges will be incurred to that departments budget.

## PROCEDURES REGARDING LOST/STOLEN KEYS

1. The loss of a key must be reported immediately to Police Operations. 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 key holder, 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 Police Office.
3. If keys are stolen, the key holder must file a police report immediately with the District Police. If an allied agency took a report the employee is still responsible for notifying District Police. Liability of the cost will be determined once a re-report 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/Locknetics	\$10
Exterior door hard key	\$20
Interior door hard key	\$20
Electronic Core key	\$20
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

## **IN SIGNING REVERSE SIDE, I AGREE TO THE FOLLOWING:**

1. Keys are the property of LRCCD on loan to me and I will not loan them to anyone at any time.
2. I will not duplicate the keys in any way, shape or form.
3. I will secure the keys in a safe location at all times.
4. I will not make marks on keys that will indicate what door it opens
5. I will promptly report the loss og theft of any keys to the Operations Office and/or the Los Rios Police Department.
6. I will return my key(s) to Operations at the time I no longer need them or have ended my employment.
7. I understand the key is my responsibility and I am ultimately responsible for its use.

## **LOCKNETICS AGREEMENT:**

1. I understand that the electronic locking system records the use of the TEK key and that the college will be able to track its use.
2. I agree to pay the cost of \$10.00 should it be necessary to reissue my TEK key due to loss or theft or if I do not return my TEK key at the end of my assignment.

## **IMRON AGREEMENT:**

1. I understand that the electronic locking system records the use of the TEK key and the college will be able to track its use.
2. I will not punch holes in the card nor maim it in any way as this will disable its use.
3. Due to the access ability of this card. I will not allow this card to be used by any other person.

*(Section 469, Penal Code) -Unauthorized Making, Duplicating or Possession of Keys to Public Buildings*

*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.*