

Key Procedure Agreement Form
Miami Dade College Hialeah Campus

Employees who request and are issued keys for gaining access into College facilities, are subject to pre-approval by the department head, the Director of Administration, and the Department of Emergency Management. Please note that the term key(s) is used as an access tool, issued to enter a College facility. The purpose for the possession of such devices is for safety and security for personnel and College assets. The employee is required to abide by, and agree to the following terms and conditions on this document and **College Procedure 1411** prior to the approval process:

- MDC access cards are ID's and must be visibly worn at all time. Employee are only allowed to possess 1 card at a time.
- All key requests must be pre-approved by the Director of Administrative Services.
- Keys and access cards will be issued to employees to have access in their designated areas.
- Keys are issued for access into College facilities for conducting College business only.
- Assigned key(s) are College property, and users are responsible for the safe-keeping of the key(s).
- An employee in possession of assigned keys who enter or exit a secured building, are not authorized to permit another individual to enter that area at that time. Employees should direct those individuals to the Public Safety Office.

- College hard copy keys shall never be duplicated; door locks must never be tampered with, nor changed at anytime.
- Doors must be locked after official business hours at 11:00 p.m. to maintain the security of the interior contents.
- An employee entering or leaving a locked building will be responsible for securing the entrance/exit and may be held responsible for any loss or damage to College property resulting from failure to do so.
- In no case is a key of any type is to be transferred from one individual to another or to be obtained from any source other than the Campus Public Safety Office.
- All issued keys are College property and to be mandatory returned to Public Safety Department upon the following circumstances:
 - 1. Employee transfers to another office, department, or building.
 - 2. Employee is terminated, retires, or resigns.
 - 3. Requested by an appropriate supervisor.
 - 4. Employee is granted a leave of absence without pay for a period of 30 or more calendar days.
- If an employee loses a key/access card, they may be subject to disciplinary action, up to and including termination. In addition, the employee will be required to cover the cost of \$25.00 for a replacement access card and \$50.00 for a hard copy key with a door lock(s). Note the following:
 - 1. Lost, broken, and/or stolen keys must be immediately reported within 24 hours in writing to the employee's supervisor/ department head, the Campus Public Safety Department, and the Department of Emergency Management for reporting purposes. A replacement will not be granted without a lost property report completed by Public Safety.
 - 2. Broken key pieces must be turned in when a key is reported broken or bent.

Director of Administration Approval: _____

Link to key/access card work order: <https://mdcwap.mdc.edu/accesscardrequestform/>

Supervisor Name:
Supervisor ID#:
Signature:

Employee Name:
Employee ID#:
Key(s) requested:
Signature:

Key Agreement:

“By signing below I recognize that the key(s) issued to me today is the property of Miami Dade College. I accept responsibility for its use and security. I understand that the key(s) is not to be duplicated nor transferred to any other individual. I understand that failure to follow these terms and those specified in the Key Agreement Form may result in disciplinary action up to and including termination.”

Number of Keys: _____

Room #(s)_____

Signature:

Revised 08/23/2019
MFJ