

ADMINISTRATIVE POLICY  
**BUILDING AND GROUNDS SECURITY**

*This policy pertains to community, employees, and students.*

Fox Valley Technical College recognizes the need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. The College maintains a locking system for the protection of students, staff, and visitors and its facilities, property, and information.

Fox Valley Technical College employees are expected to maintain vigilance in protecting the security of college property. Suspicious acts observed on college premises are to be reported promptly to Security Services, and if appropriate, to law enforcement authorities.

**Keys, Card Access, and Locks**

Employee key and/or card access requests must be made to Security Services through the work order system. The appropriate supervisor must provide authorization for key and access card requests.

All locks, keys, electronic access cards, and access codes are the sole property of the College and are issued to employees based on their need for access. The College reserves the right to change locks, keys, and access codes as needed. All lost or stolen keys or access cards must be reported to Security Services as soon as possible. All keys and access cards must be returned to Security Services upon termination of employment.

No one may place a lock on a college facility, interior or exterior, or transfer their keys or access cards to another person without the permission of the Security Services Manager or the manager's designees.

**Locking Shops and Labs**

All shops and labs shall be kept locked when there is no faculty or staff member present. Student use of shops and labs must be supervised by faculty or staff at all times. Security officers and custodians will open shops and labs when a faculty or staff member is present.

**Outside Contractors and Vendors**

All outside contractors and vendors must work with the Facilities office to obtain and return identification badges, access cards, and keys.

*Adopted: 01/11/82*

*Reviewed: 11/11/19, 01/18/23*

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