

**Contra Costa Community College District
Police Department**

Request for Keys

Name (Please print or type):

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Phone Number or Extension:

--	--	--	--	--	--	--	--	--	--

Last

First

Initial

To be Returned By:

--	--	--	--	--	--

Mo. Day Yr.



Date Received:

--	--	--	--	--	--

Mo. Day Yr.

Time

--

hrs

mail

Intls.

--

Date Checked:

--	--	--	--	--	--

Mo. Day Yr.

Intls.

--

Police Services Authorization:

Yes

No

ID #

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Initials:

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Reason(s), if not authorized:

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Key(s) requested for room(s):

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Key(s) requested for padlocks, desks, misc.:

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Current department:

--

Day(s)/Time(s) employee is authorized access:

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Department Supervisor (Dean or manager):

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Print Full Name

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Signature

Area Supervisor (Dean or manager):

same as above

Print Full Name

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Signature

Key

Number(s):

--	--	--	--	--	--

--	--	--	--	--	--

--	--	--	--	--	--

Key Received By:

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Issued Date:

--	--	--	--	--	--

Initials:

--	--	--	--	--	--

Returned Date

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Key(s) is/are for (check one):

1. Permanent Faculty/Staff
2. Part-time Faculty/Staff
3. Temporary (Hourly) Staff
4. Replace Lost Key (Fee per key)
5. Contractor
- 6.. Other _____

Procedure for Requesting Keys

1. The key request form shall be filled completely. If the form is not completed correctly the form will be returned. Final approval for key issuance will come from Police Services
2. Keys will be ready to be picked up a week after it is received by the police department if there are not further requirements needed for processing.
3. The Area Supervisor responsible (does not include division chair or secretary) for the building or area in which the key is requested must approve and sign the request. Area supervisor is the supervisor or Dean of the building/department in which the key is requested if different than department supervisor.
4. All keys will remain the property of the Contra Costa Community College District. Keys must be returned to Police Services when they are no longer required by the individual to whom they are issued by the date assigned to be returned. Failure to do so is a criminal offense and action will be taken by CCCCD Police Department. The return date block shall be filled in and the key returned by that date. Duplicated keys shall not be obtained from sources other than Police Services.
5. Any loss or damage to keys shall be reported to Police Services immediately. There is a fee for each key lost or misplaced. All payments shall be made at the Cashier's Office. A receipt is required and will be submitted to Police Services prior to the issuance of any key. **NO REFUNDS.**
6. Not all keys are in the possession of Police Services and copies may need to be ordered. In this case, a master key may need to be submitted along with the request and additional time may be required for processing.
7. No duplicate or grandmaster keys will be issued without prior authorization from the college president with the exception of the Custodial Manager and Buildings and Grounds Manager.
8. All 3 distribution copies must be submitted together when requesting key(s). Police Services will distribute copies after key is issued.
9. No other person may receive the key(s) other than the person in which the key is to be issued to. Government or Contra Costast Community College District issued ID is required at the time of issuance. Transferring of keys is prohibited.
10. Area supervisors, building supervisors and Deans may not sign and authorize a key for themselves and must have authorization from their supervisor.

I, _____ have read the above procedure and agree to adhere to the policies set forth.

Unauthorized making, duplicating or possession of key to public building: (SS469 California Penal Code)

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.

Signature: _____

Date: _____

Distribution:

- White – Police Services
- Yellow – Area Manager
- Pink – Originator