

## **Policy III.3004.D, Keys and Proximity Cards**

### **Purpose**

To maintain control over keys and proximity cards that grant access to facilities.

### **Policy**

Keys and proximity cards are integral to the physical security of San Jacinto College facilities and may be issued to provide access for employees in performance of their assigned duties. All employees must adhere to the procedures of the College regarding the use and control of keys and proximity cards. Violations of this policy may result in disciplinary action.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### **Associated Procedures**

Procedure III.3004.D, Keys and Proximity Cards

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Effective Date	May 4, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Facilities Services

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