



**Los Angeles Valley College
Key Control
"Special Security Access Request"**

As with any access device the overriding campus concern is three fold 1.) Safety of the staff, 2) Safety of the campus and 3.) Protection of property and information. In order to effectively address these concerns there must be limited and/or controlled access to all areas of the campus. While safety and security are of high concern, it is also important to recognize that a workable and well considered access policy be maintained. To that end this document will allow the approval of "Special Security Access" to non-Administrators, (generally Department Chairs) for the purpose of receiving building main entry access, during Campus non-operating hours, to those requested buildings as identified below. Campus hours of operation are generally: M-F 6:30AM -11:PM, Sat/Sun - 1/2 hour before and after class.

Name (print)	Dept
Signature of requestor	Building access requested for:
Reason for Access request:	
Area Dean signature	Area Vice President signature
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Approved <input type="checkbox"/> Denied <input type="checkbox"/>

I understand that my access authorization may be revoked, and I will be required to return my key, if I violate any of the following requirements:

1.) I will notify the LAVC College Sheriff (x2911) immediately upon entering, or returning to, the building when using my key.

Initial above

2.) I will notify the LAVC College Sheriff (x2911) immediately when I leave the building for longer than one hour.

Initial above

3.) I will notify the College Sheriff (x2911) immediately upon allowing access to anyone other than myself and will provide the name and location of those other individual(s).

Initial above

4.) I will insure that the entry/exit door remains locked after my entry or exit.

Initial above

5.) I understand that should any unauthorized activity occur (theft, vandalism, etc.) in the building while I am a Special Access occupant that I may be interviewed by the College Sheriff for information on that unauthorized activity.

Initial above

6.) I understand that should an off-hours evacuation of the building be necessary that I will assist the College Sheriff, as directed, with any task necessary to insure the safety of personnel in my building.

Initial above

Vice President, Administrative Services	Date