CONTRA COSTA COLLEGE

POLICE SERVICES

REQUEST FOR KEY

LAST NAME	FIRST NAME		ID#
DEPARTMENT/AREA	**PHONE NUMBER/EXTENSION**	**POSITION**	

Building Name	Room Number (s)

Procedure for Requesting Keys

1. The person desiring a key must fill out the "Request for Key". If the form is not completed correctly the form will be returned. Final approval for key issuance will come from Police Services.
2. Request by faculty must be approved by department chair/manager. The department chair/manager is responsible for the building (or area) in which the key is requested for.
3. All keys will remain the property of Contra Costa College. They must be returned to Police Services when no longer required by the individual to whom they are issued by the date assigned to be returned. Duplicated keys should not be obtained from sources other than Police Services.
4. Transferring of keys is prohibited.
5. Any loss or damage to keys shall be reported to Police Services immediately.

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 attempt to make, duplicate, cause to be duplicated, or use, or has possession on 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: _____

DEPARTMENT CHAIR/MANAGER NAME	SIGNATURE	APPROVED	NOT APPROVED
AREA DEAN NAME	**SIGNATURE**	**APPROVED**	**NOT APPROVED**

DATE KEY ISSUED:	SIGNATURE
DATE KEY RETURNED:	**SIGNATURE**