



Key Management

Policy Number: 305

Categorized: Administrative

Procedure: 305P

Responsible Office: VP Finance and Administration

Effective Date: 01/05/24

Last Reviewed Date: 01/05/24

1. Scope

This policy applies to all Northern Virginia Community College faculty, staff, students, contractors, and all organizations and visitors who have authorized use of the college's facilities. This policy applies to all Northern Virginia Community College facilities and locations that are owned by the Commonwealth of Virginia. Electronic access to doors is under the responsibility of the NOVA Card Office at the College.

2. Policy Statement

Northern Virginia Community College is committed to providing security for its students, faculty, staff and property while providing building access to students, staff, faculty, and authorized visitors and organizations. It is recognized that certain tasks require unrestricted access to buildings and areas for authorized persons. It is also recognized that the College Police, deans, department heads, directors, and supervisors are charged with ensuring adherence to this policy and shall take appropriate actions to prevent security and access violations. No door access shall be changed or modified without written approval of the Director of Facilities Planning and Support Services or designee.

3. Authority

[Code of Virginia § 18.2-503. Possession or duplication of certain keys](#)