

POLICY STATEMENT

NO. 6.11.00

Issued By: The Office of the Chancellor
Coordinated By: Facility Services
Effective: July 1, 2008
Revised: April 1, 2009
Former Policy: 3.14.00

Subject: Key Control Policy

I. PURPOSE

To establish policy for maintaining security of buildings and their contents on the University campus.

II. GENERAL POLICY

- A. It is the policy of the University that other than during normal working hours all buildings shall be locked in order to maintain the security of both the buildings and their contents.
- B. Faculty, staff members, and students may be issued keys to university buildings upon recommendation of the department chair or administrative head and approval of the building coordinator or his/her designee in accordance with established procedures.
 - 1. Keys are issued for entry to University buildings for the purpose of conducting University business only.
 - 2. An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests as long as the guest stay in the proximity of the faculty or staff member having the assigned key, and the authorized individual assumes full responsibility for their presence. An authorized individual shall not lend his or her key to non-university individuals.
 - 3. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to University property resulting from failure to do so.
- C. Special assignment of keys, where required, (such as to contractors, etc.) may be authorized by the director of Facility Services.
- D. All keys issued remain the property of the University and shall be returned under the following conditions:

For faculty and staff members:

- a) Upon transfer to another department or building.
- b) Upon relinquishing administrative or supervisory position
- c) Upon termination of employment
- d) Upon the request of the department chair, administrative head, or building coordinator.
- e) Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, faculty/staff members granted such leaves may retain their key if they are authorized to have access to the building and/or office during the leave.

For students:

- a) At the end of the academic semester or period after which the keys will not be used for at least 30 calendar days.
- b) Upon the request of the department chairperson, administrative head, or building coordinator.

E. Individuals transferring to another department or building may be issued new keys upon the recommendation of the new department chairperson or administrative head and approval as defined in paragraph B above.

F. It is the responsibility of the appropriate department chair or administrative head and building coordinator or his/her designee to ensure that all keys are returned under provisions of paragraph D above.

G. In no case is a key to be transferred from one individual to another or to be obtained from any source other than from the University. When any transfer or duplication of a key is made or used without university consent, the key shall be recovered and the individual(s) involved reported to the administrative head, dean, or superior officer for appropriate action.

H. No duplication of keys or cards is permitted. The Office of Facility Services is the only authorized source for keys and access cards.

I. Employees are responsible for all keys assigned to them and may be responsible for any cost incurred as a result of loss of a key and/or failure to return a key upon leaving the University.

III. REGULATIONS

A. Keys to cabinets, lockers, and drawers within buildings or to student housing are not covered under provisions of this policy.

B. Key issuances are authorized by the department chair or administrative head and approved by the building coordinator.

C. The types and number of keys issued will be limited to the minimum required by regular work assignments.

D. Procedures for the issuance and return of keys may be altered by the Director of Facility Services to make keys available to plant personnel as required to meet work requirements throughout the campus.

E. The loss or theft of any key is to be reported immediately to the department chair and/or building coordinator who in turn will notify Facility Services and University Police .

F. Lost keys turned in to a department are to be forwarded immediately to the Facility Services.

G. Applications for keys are made on a Key Record (see attached form).

1. Key Record forms must be typed.
2. A separate form is used for each key requested.
3. Key Record forms are available from Facility Services.

H. As standard procedure, Facility Services will deliver and pick up keys at the department.

1. Keys may be obtained from Physical Plant by submitting an approved Key Record.
2. The department is responsible for contacting Physical Plant and making the necessary arrangements to have returned keys picked up.
3. Prior to the end of each academic semester, each department will be provided with a list of individuals assigned keys to areas under its jurisdiction. NOTE: These lists will aid the department in identifying those keys to be returned by students or staff having an ending date of appointment as of the end of the semester.

J. Annually each department must check and certify the accuracy of an inventory list of keys issued for areas under its jurisdiction.

K. Keys must be presented at the request of any watchman, campus police officer, or other law enforcement official in the performance of his/her duty.

IV. PROCEDURES FOR ISSUANCE OF KEYS

A. The department should:

1. Upon request for key, initiate Key Record, completing all pertinent items.
NOTE: Keys assigned to students are temporary assignments and all temporary assignments require entry of a date that key is due to be returned.
2. Authorize Key Record.
3. Obtain building coordinator's approval if applicable and send form to Facility Services.

B. Facility Services should:

1. Secure key
2. Deliver key and copies of Key Record to department.

C. The department should:

1. Obtain applicant's signature on Key Record.
2. Give key and copy of Key Record to applicant.
3. Give signed Key Record to Facility Services representative.
4. Retain copy and file in individual's personnel file as reference to whom keys are issued.

V. PROCEDURES FOR RETURNING KEYS

A. The department should:

1. Upon determining that an individual is transferring, terminating employment or relinquishing administrative appointment with the University, review files to see what keys are to be returned.
2. Retrieve key from individual, making certain that key number matches that on copy of Key Record.
3. Signify receipt of key by signature on copy of Key Record from departmental files.
4. Return keys and copy of Key Record to Facility Services.

VI. PROCEDURES FOR LOST, STOLEN OR RECOVERED KEYS

A. The department should:

1. Notify Facility Services and Campus Police immediately by telephone when a key is reported lost or stolen.
2. Pull copy of appropriate Key Record.
3. Enter "Lost" or "Stolen" in Key Record notes, then sign and date Key Record.
4. Forward copy to Facility Services.
5. Retain copy of Key Record and file in individual's personnel file.
6. Notify Facility Services immediately by telephone when a key is recovered.
7. In the case of an offense by an individual, the building coordinator may take appropriate action (including assignment of costs) to encourage responsible guardianship of keys.

VII. PROCEDURES FOR INSTALLATION, CHANGING, REMOVAL, RE-KEYING AND/OR MODIFYING LOCKS

A. The department should:

1. Notify Facility Services and discuss the request.
2. Assist Facility Services in developing a plan that will meet the Departments needs.

3. Approve of final suggestions (including key biting changes and key codes), type up requisition and submit to Purchasing and/or submit Account name and number to be charged for all labor and materials and Facility Services will type up requisition for submittal.

VII. COMBINATION LOCKS

Any lock that is not keyed, i.e., combination locks, key card locks, must be approved by Facility Services in advance of being installed.

APPROVED

Michael T. Ferrell
Michael T. Ferrell, Vice Chancellor
Business Affairs

April 3, 2009
Date

Vincent J. Marsala
Vincent J. Marsala, Chancellor

April 3, 2009
Date