**Title:** **University Key Control** **Policy: 1206**

## Purpose

The purpose of this policy is to provide guidance for the control of keys to exterior doors of all campus buildings, except residence halls. This policy assigns responsibility for building keys to faculty, staff and other authorized users.

Key(s) referenced in this policy are defined as manual "hard" keys. Electronic access control systems such as those used to control residence halls and other internal doors are regulated and controlled thru the University One Card Office.

## Authority, Responsibility, and Duties

Deans:
- Approve/Disapprove the issuance of keys to Building Managers
- Approve/Disapprove all duplicate, re-issue, and/or changes to key requests.

DPPS:
- Maintain the records of keys issued to University Building Managers
- Generate the request for and maintain the official quarterly inventory.
- Provide education and training on the key control policy to the various university departments.
- Maintain master keys for emergency entrance.

Building Managers:
- Issue keys, via documented receipts, to specific building occupants approved by the Dean.
- Conduct quarterly inventories and report the results, signed by the Dean to the Chief of Police.
- Submit requests for key duplication, issuance or re-issuance thru the Dean for approval.
- Report loss of keys and discrepancies to DPPS.
- Maintain key records for their departments and buildings.

Individual Users:

- Held accountable for the safeguarding, use and reporting of lost keys issued to them.
- Report immediately any loss or misuse of issued keys to DPPS thru the building manager.
- Return all receipted keys to the Building Manager, when the keys are no longer authorized as determined by the Dean.

**Title:** **University Key Control**                                                   **Policy:  1206**

## Policy Statements

Security of campus buildings, the issuance of exterior door hard keys, and maintenance of the university key control system are the responsibility of the Department of Police and Public Safety (DPPS).

For security and safety reasons only a limited number of keys will be issued per building.  Keys will be issued based on necessity and not convenience.  Keys will be issued to members of the university community only.  Persons issued keys must be faculty or staff members.  Students will not be issued keys, except in rare instances requested by the Dean, approved by their Vice President, and issued by the Chief of Police after an appropriate criminal background check and briefing.

As a general rule only four (4) exterior keys per building will be issued.  A master key for each building will be maintained and secured by the Department of Police and Public Safety.  Master keys will not be duplicated or issued.

The transfer of keys directly from one person to another is strictly prohibited.  Issued hard keys will not be duplicated by any entity other than specified in this policy.  Unauthorized keys will be confiscated and the individual in possession will be considered (1) in violation of this policy and (2) having unlawful access to campus buildings.

Lost or stolen keys must be reported immediately to DPPS and a police report completed by the reporting person.  Broken or damaged keys and locks must be reported without delay to the Building Manager, who shall verify the damage and request restoration thru the DPPS Administrative Sergeant.

Costs associated with the replacement and/or duplication of keys, locks, cores or devices covered by this policy will be charged to the responsible department or unit.

## Procedures

- All keys issued by DPPS will be numbered and receipted to the individual Building Manager who in turn will receipt them to individual users.
- DPPS will maintain a master list of all keys issued.  All master keys will be secured in the Police Communications Center.
- Requests for additional keys, lock changes, etc. shall be requested in writing by the Building Manager thru the appropriate Dean to the Chief of Police.
- Lock changes, etc. shall be requested in writing by the Building Manager, approved by the appropriate Dean and forwarded to the Chief of Police.  All requests will include a justification and a purchase order ensuring sufficient funds are available to cover the requested action.

**Title:    University Key Control**                                          **Policy:   1206**

- Duplication of keys by any entity, other than DPPS, is not authorized and will be considered a violation of this policy.
- A 100% inventory of all keys issued by DPPS will be conducted quarterly and verified by the Building Manager. Any discrepancy will be reported to DPPS immediately for investigation. A copy of the quarterly inventory will be maintained by the Building Manager and a copy provided to the DPPS, Attn: Chief of Police. Each inventory will include:

    o Name of individuals who are assigned keys, their title and phone number
    o Serial number of key assigned
    o Date inventoried

**Example:        KEY INVENTORY**

mm/dd/yyyy

| Key # | Name & Signature | Position | Phone |
|-------|------------------|----------|-------|
| 001 | John Hall | Assistant Professor | X1234 |
| 034 | Sally Jones | Chairman | X4321 |

Signatures: _____
                          Bldg. Manager


                          _____
                          Dean

**Key Control Policy Violations:**

The following are examples of violations of this policy:

- Loaning keys.
- Transfer of keys without authorization.
- Duplication of keys.
- Altering keys, locks or mechanisms.
- Damaging, tampering or vandalizing any university lock or hardware.
- Propping open secure doors.
- Admitting unauthorized persons into a building.
- Failure to return a key when requested by the Building Manager, the Dean, or DPPS.
- Failure to report missing key (s).

Persons in violation of this policy will be considered to have unlawful access to campus buildings and subject to university disciplinary action.

**References:** NA

Approved By: _____

Date: _____