

Issuance and Control of Campus Keys

Original Implementation: Unpublished

Last Revision: January 29, 2019

Purpose

This policy establishes responsibility for university security and outlines a process for the issuance and control of campus keys.

General

The security of the university is the responsibility of several departments on campus. First, the University Police Department (UPD) is responsible for overall campus security. Second, the various head administrators are responsible for their respective areas. Third, the Physical Plant Department (PPD) is responsible for maintaining access control hardware, and a campus key control system.

Other than during normal working hours, all campus buildings will be locked. Faculty and staff may be issued keys to university buildings upon the request of the head administrator responsible for the building or area of the building. An individual entering or leaving a locked building shall be responsible for securing the door and may be held liable for any loss or damage to university property resulting from failure to do so.

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 hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key, and the authorized individual assumes full responsibility for their presence. In spaces with card access systems, employees shall use the appropriate card key to gain access rather than bypassing the tracking system by using hand keys unless the card access system fails.

Each head administrator will be responsible for the issuance of keys to the employees in their area of responsibility and will be responsible for the level of security in that area. The PPD will only issue keys to individuals at the written request of the head administrator. It will be the responsibility of the head administrator of each area to maintain a record of who has been issued keys and to collect keys from departing employees. The person to whom a key has been issued shall be held responsible for the use of that key until it has been properly returned to the corresponding head administrator.

If a key is lost or stolen, it should be immediately reported to the employee's supervisor, the PPD and the UPD. Failure to report lost or stolen keys in a timely manner may result in disciplinary action up to and including termination. Duplication of university keys is strictly forbidden. If a duplication of a key is made without university consent and the individual is identified, the key will be recovered and the individual(s) involved in duplicating keys shall be reported to their administrative supervisor for appropriate disciplinary action up to and including termination.

Employees shall not loan or transfer keys to anyone. Individuals involved in loaning keys shall be reported to their respective administrative supervisor for appropriate disciplinary action up to and including termination.

Any person found to be in possession of an unauthorized key shall be liable for its use and subject to disciplinary or legal action. Unauthorized keys shall be returned to the PPD immediately.

Alarm systems are available to departments through the University Police Department. The PPD is not responsible for the installation or maintenance of alarm systems.

The PPD is responsible for the maintenance and upkeep of doors and locks to campus buildings. However, loss of integrity of lock systems due to loss of keys or inadequate record keeping at the department level is not the responsibility of the PPD. The PPD will re-key areas at the request of the department responsible, but there will be a charge for this service.

University Police Department is responsible for locking and unlocking buildings and for determining the hours that buildings will be open. Requests for special events, schedule changes, etc. should be directed to the UPD.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant Department

Forms: None

Board Committee Assignment: Buildings and Grounds