Policy Name: **Issuance and Control of Campus Keys**

Policy Number: **14.7**

Is this policy new, being reviewed/revised, or deleted? **Review/Revise**

Date of last revision, if applicable: **1/26/2016**

Unit(s) Responsible for Policy Implementation: **Vice President for Finance and Administration**

Purpose of Policy (what does it do):

Reason for the addition, revision, or deletion (check all that apply):

- [x] Scheduled Review
- [] Change in law
- [] Response to audit finding
- [] Internal Review
- [] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: **Minor wording changes.**

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Ron Watson, Director of Physical Plant
Michaelyn Greene, Director of Administrative Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Issuance and Control of Campus Keys

Original Implementation: Unpublished
Last Revision: January 26, 2016
January 29, 2019

Purpose

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

Definitions

General

The security of the university is the responsibility of several departments on campus. First, the University Police Department (UPD) is responsible for the 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.

A vital part of this system is the lock and key system of the university. 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 the 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.

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.

In residence halls 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 Physical Plant Department** 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 Physical Plant Department** and to the **UPD University Police Department**. 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 Physical Plant Department** immediately.

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

The **PPD Physical Plant Department** 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 Physical Plant Department**. The **PPD Physical Plant Department** 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 University Police Department**.

**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