

# **XYZ University Policy for Key Control**

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Courtesy of Southern Methodist University & ASSA ABLOY Inc.

## XYZ UNIVERSITY POLICY FOR KEY CONTROL

### I. PURPOSE

The purpose of this Key Control Policy is to establish reasonable personal security for members of the University community and to ensure the protection of personal and University property through the control of keys to resident rooms and other secure areas. The responsibility for implementing this Key Control Policy is with the Department of Public Safety (DPS).

## II. KEY CONTROL PROCEDURES

### 1. Definition of Key Control Department

The key control department is responsible for the issuance and control of all keys, and for the control and maintenance of lock cylinders. The basic issue/control document will be the Work Order. See Appendix #2.

### 2. Personnel Authorized to Issue Keys

Issuance of a key will be authorized by a Dean or Department Head as indicated in Appendix #1. Deans may designate a representative to authorize the issuance of keys in the school or department. The Dean or Department Head may only issue keys to established areas under their responsibility. Keys necessary to perform job description but in another area of classification must be co-authorized by the person responsible for the affected control area.

### 3. Rules Regarding Issuance of Keys

Keys will be issued to members of the University community only. Persons receiving a key must be Faculty or Staff member or student.

- a. Undergraduate students will be issued keys to their assigned dormitory rooms only and to enter the outer door of the dorm building.
- b. Graduate students will be issued keys to academic areas only upon approval of the Dean of the school.
- c. Faculty/Staff members will be issued keys consistent with the job responsibility, actual need, and the approval of the Department Head or Dean.

### 4. Deposit Policy for Keys

Each person who receives a key will put up a deposit which will be refunded when the key is returned.

- a. Students - Since a housing deposit is collected, no additional deposit will be required for the key initially assigned for one's dormitory room. If a key is lost or stolen, the lock controlling access to the room must be changed to maintain the required security level. The cost of this change will be billed to the student responsible as follows:

\$XX.00 Dorm room key

The amount will be taken from the student's housing deposit.

b. Faculty/Staff - \$XX.00 Room Key

Faculty or Staff members may elect to sign an authorization form authorizing the amount of \$XX.00 per key to be deducted from the member's final pay if the key is not returned upon termination/separation/retirement, or from their pay check if the key is lost and a lock must be replaced.

5. Padlock, Peripheral and Personal Lock Policy

All padlocks affecting the University property (whether it be written, electronically stored/produced, monetary or real) must be compatible with authorized key control system. All keys to these locks will be controlled per policy. Keys to the file cabinet, desk drawers, and personal lockers will remain the responsibility of the person in charge of the area unless specifically restricted because of a special need. The University retains the right to access these non-restricted access control areas and to examine the contents upon request.

6. Duplication of Keys

No key will be duplicated except by approval and control of the Department of Public Safety. The unauthorized duplication of University keys so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for termination.

7. Numbering System for Keys

- a. An identifying serial number will be stamped on each key. The serial number for each key will not identify a building, location or lock.
- b. Only one key for a specific door will be issued to any one person. Assignment of multiple circumvents any system of individual key accountability.

8. Lost/Stolen Keys

- a. Lost or stolen keys must be reported to the Department of Public Safety by the quickest means available. An incident report will be completed and a copy of the report will be forwarded to the Key Control Manager.
- b. When a key is lost, the locks will be modified to render the current key inoperative. The lock core/cylinder will be replaced in the existing lock and the
- c. New key will be issued to the owner. Exceptions are only on approval of the Director of the Department of Public Safety. (In dorms – NO EXCEPTIONS)

d. The fee for a replacement key will be \$XX.00. The fee will include the cost of the replacement core, key and actual labor charges. A record will be kept of all individuals who have replacement keys. Any subsequent loss of a key will result in a replacement fee of \$XX.00. The individual will be considered for disciplinary action on the third loss of a key. In addition to the \$XX.00 fee for the third loss of a key, a letter will be sent to the department where the employee works or to the parents of the student. Subsequent losses will subject the individual to further disciplinary action.

d. Keys reported stolen:

Individuals who report keys as stolen are expected to file a formal complaint when the theft is resolved.

A new key will not be issued to anyone who was previously assigned a key to the same door unless an incident report, completed by the Department of Public Safety, is on file.

9. Termination, Retirement Separation from the University

The University regulation requires all keys to be returned to the University Department of Public Safety upon separation, termination, or retirement from the University.

The Faculty/Staff member's separation will not be complete until the key(s) assigned have been returned and written verification is generated by the Key Control Department.

10. Repair of Locks, Keys, or Door Hardware

All repairs or additions to any University locking device, key or door hardware will be controlled by the Director of the Physical Plant and documented with a numbered work order. A copy of this work order will be forwarded to the Key Control Manager upon completion of the repair. If a change to an access combination is made rendering the old key as useless, the change must be noted and the Key Control Office records changed to reflect the new key code.

No campus area may be secured except by a locking device authorized for that area and with an operating code compatible with the Campus key system.

Any person causing an unauthorized repair to a University lock or key is in violation of University rules.

## 11. Storage of Keys

- a. All keys cut which are ready for issue will be stored in the Department of Public Safety.
- b. The bulk of uncut key blanks will be secured in the Key Control Office in the Department of Public Safety. A supply of blank keys will be issued to the campus locksmiths periodically. The supply will be audited and compared to the keys ordered to ensure no unauthorized keys are issued or no blank keys are missing.

## 12. Control of Key Cores or Cylinders

The key core (cylinder) must be replaced on occasions of lost, stolen or damaged keys or locks. The Master Key System will include adequate additional codes for each floor of a building or dorm to maintain system integrity.

## 13. Information Brochure

The Department of Public Safety will publish a brief information sheet regarding the Key Control Program for all new employees and students. The brochure will encourage individual responsibility in the security of keys and locks. A signed receipt/acknowledgement of having read the brochure will be required.

## 14. Key Control Database

The Department of Public Safety and the Key Control Department will maintain the Key Control Database. The Key Control Database should be a centralized, protected, efficient system for recording, storing and accessing key control data. Key Control Data is all data relevant to: key issuance, key replacement/collection, specific locations, specific key holders, authorization of work, key filing, hardware maintenance, etc. The Key Control Database should consist of two distinct components:

- a. Hardcopy (Paper/Card) Files

The Key Control Work Order Form (Appendix #2), as either a stand-alone document or the basis for data entry, will be part of the Hardcopy File. The other part of the File is made up of reports generated by the computerized database. Individual reports (covered below) should be generated on a regular basis to be used as tracking and auditing tools.

c. Computerized Database

A computerized database is a system which makes a data storage and retrieval more compact and efficient. Computerized databases allow for rapid generation of reports such as the following:

- Location Report by Key
- Keyholder Report by Key
- Key Report by Location
- Key Report by Keyholder
- Overdue Key Report
- Name Check Report
- Keyholder List
- Location List
- Key List
- Key Authorization

It is strongly suggested that a computerized database be implemented to complement the Hardcopy Files. Password(s) should be treated like a grandmaster key.

15. Housing Office Responsibility for Key Control During Beginning of the Fall Semester

Because of the volume of keys to be distributed to residential students at the beginning of the Fall Semester, Housing Office personnel will assist in the key distribution process by the following action:

- a. The DPS will provide a separate listing of each dormitory floor to a representative of the Housing Office as designated by the Director of Housing.
- b. The list will generated by the computer and provide the data about each key which has been entered in the computer (Key Control Database).
- c. The Housing Office representative will sign for all the keys on a single floor and the DPS will issue all keys to the Housing Office representative. Instructions will also be given and individual information and a key deposit will be collected from each resident.
- d. The Housing Office representative will then return all records of issued keys plus the deposits collected to the DPS and the deposit will be forwarded to the University Cashier by the DPS after ensuring that all records are complete.

16. Maintenance and Engineering Room Keys

All maintenance and engineering room keys will be issued only to authorized personnel of the Physical Plant. Maintenance rooms will be operated on a common key core.

## 17. Janitorial Closets

Janitorial closets for academic areas will be on individual keys and will not be equipped with multi-key locks.

- a. Permanent assignment of keys to custodial staff to campus buildings will be made only in cases of real need. (In most cases, only supervisors).
- b. The remainder of keys will be assigned daily on a temporary basis to allow access to the work area assigned (if the area is secured). The keys are returned at the end of each work shift and verified by the supervisor.
- c. Keys will not be issued to cleaning staff for designated High Security areas without written permission of the Dean/Supervisor in charge.

## 18. Key Issuance to Outside Contractors

Repairs of campus facilities which require a contractor to be issued a key to any campus area must be approved must be approved by the Director of the Physical Plant. The contractor will be issued and will return the key per established policy. A release must be signed by the contractor to deduct funds from his fee if the key is lost and the area must be rekeyed.

III. Appendices

1. List of all individuals, by title and department, able to authorize key control related activities (key issuance, lock and hardware changes, etc.)
  - 1a. form to allow delegation of above authorizing power to subordinates or other personnel.
2. “Universal” Key Control Program Work Order Form.
3. Form to document Agreement to withhold funds from Final Paycheck if keys are not returned upon separation from institution.

## APPENDIX #1

Individuals who may authorize a key or card for specific areas:

President	(No restrictions)
Dean or Asst. Dean of a School	(For the school)
University Vice President	(Area of the Vice President)
Adm. Asst. to the President	(Offices of the President's staff)
Asst. Athletic Director	(All athletics facilities and buildings)
Director of Housing	(All student resident halls)
Director of Physical Plant	(All Physical Plant Buildings) (All maintenance and custodial areas)
Director of Student Activities	(Student Center)
Director of Health Center	(Health Center)
Director of Dining Services	(Dining areas)
Manager of Auditorium	(All auditoriums)
Director of Library Services	(All Libraries)
Librarian for X Library	(X Library)
Librarian for Y Library	(Y Library)
Librarian for Z Library	(Z Library)
Assoc. Director Business Services	(Adm. Building)
Chairman Institute for Study of Earth & Man	(E&M Building)
Manager Faculty Club	(Faculty Club)

**NOTE:** EXAMPLE for illustration ONLY.

APPENDIX #1A

TO: Individuals having authority to approve the issuance of University keys or card control keys.

The Department of Public Safety will issue keys to Individuals whom you authorize from time to time.

If you desire to delegate the authority to other members of your staff, please provide the following information in order that the Department of Public Safety may issue the appropriate keys.

TYPED NAME

SOCIAL SECURITY#

SIGNATURE

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\_\_\_\_\_  
SIGNATURE, DEAN OR  
DEPARTMENT HEAD

This form is kept on permanent file at the Department of Public Safety to compare signatures.

APPENDIX #2

WORK ORDER

KEY CONTROL DEPARTMENT

ISSUE DATE: \_\_\_\_\_

JOB#: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

ACCT. #: \_\_\_\_\_

P.O. # \_\_\_\_\_

REQUESTED ACTION/RECORD \_\_\_\_\_

KEY I.D. NUMBER(S) \_\_\_\_\_

· LOCK OPENING \_\_\_\_\_

· LOCK/HARDWARE CHANGE (CIRCLE) \_\_\_\_\_

· KEY ISSUANCE \_\_\_\_\_

· REPORT OF LOST KEY \_\_\_\_\_

CORE I.D. NUMBER(S) \_\_\_\_\_

· RETURNED KEY \_\_\_\_\_

· OTHER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTOR: \_\_\_\_\_

DEPT./BLDG.: \_\_\_\_\_

EXPLANTION/DETAILS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COSTS: \_\_\_\_\_

\_\_\_\_\_

AUTHORIZATION(S):

\_\_\_\_\_  
SIGNATURE/DATE

\_\_\_\_\_  
SIGNATURE/DATE

APPENDIX #3

FACULTY/STAFF AGREEMENT TO WITHHOLD FUNDS FROM FINAL PAY

1. Blank authorization cards maintained at DPS.
2. Faculty or staff member signs the agreement at the time of receipt of key.
3. Agreement in lieu of deposit form.

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AUTHORAZATION TO DEDUCT FROM MY FINAL PAY

\_\_\_\_\_  
DATE

I AGREE TO RETURN ANY UNIVERSITY KEYS TO THE DEPARMENT OF PUBLIC SAFETY UPON MY TERMINATION, SEPARATION OR RETIREMENT FROM THE UNIVERSITY. IF THESE KEYS ARE NOT RETURNED, I AGREE TO A CHARGE OF \$XX.00 FOR JET BEING DEDUCTED FROM MY FINAL PAY CHECK.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DPS STAFF INITIAL

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4. Agreement, in lieu, may be used for room keys only. Parking gate cards may require a \$XX.00 deposit.