

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.41
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SUBJECT:	KEY CONTROL POLICY	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

In order to provide for physical security of campus buildings and their occupants, and to provide for administration and control of keys, the following policy has been formulated.

1.0 Hours

- 1.1 The buildings and facilities of Shawnee State University are available for general use by University employees and students for educational purposes. Under normal circumstances, the buildings will be open (outside doors unlocked) for business on week days from 7:00 A.M. to 11:00 P.M., and on weekends as scheduled classes require.
- 1.2 Buildings may be accessed when outside doors are locked on Saturdays, Sundays and holidays between the hours of 7:00 A.M. and 11:00 P.M. by those employees to whom a building entrance key has been issued.
- 1.3 After 11:00 P.M. access will be restricted according to the Building Security Policy, to University employees who have been authorized by a Vice President and have been issued both building entrance keys and an alarm key or code.

2.0 Keys

- 2.1 All employees authorized to control space or access buildings are expected to request and be responsible for their own key(s), and to have on their person their own key(s) in order to unlock doors where and when they are authorized. Maintenance (including custodians) and security personnel are not authorized to unlock doors for individuals any time except when approved in advance in accordance with the Space Reservation Policy.
- 2.2 Duplication of keys by anyone other than the Key Control Manager or Director of Physical Facilities is prohibited. Ohio Revised Civil Statutes Section 3345.13 states: "No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the State of Ohio, contrary to any regulation respecting duplication of keys adopted by the board of trustees of such college or university."

2.3 Definitions:

- 2.3.1 CAMPUS KEYS: Those keys which open buildings, interior doors and other locks in University facilities.
- 2.3.2 CENTRAL KEY CONTROL FILE: Records maintained by the Physical Plant Department identifying keys by number and function and signatures of personnel having possession of campus keys.
- 2.3.3 KEY CONTROL METHODS: Methods used by the Physical Plant Department to assure access to University facilities by only such personnel as are authorized by the proper authority.
- 2.3.4 KEYING SYSTEM: Numerical combinations which can be used to extend or limit the variety of keys in use.
- 2.3.5 KEY CONTROL MANAGER: The person in the Physical Plant Department who will manage the keying system and be responsible for issuing, recording and recovering keys in accordance with this policy.

3.0 Key Control Manager - the Key Control Manager will be responsible for:

- 3.1 Creating a keying system in coordination with campus security which will ensure physical security and reasonable convenience to persons duly authorized to possess keys to University facilities.
- 3.2 Maintaining the central key control file and up-to-date records of keying systems.
- 3.3 Fabricating and issuing all keys. No other source for keys is authorized.
- 3.4 Controlling all lock work on existing campus facilities and property. Only the University's Physical Plant Department is authorized to install, alter or remove locks on any Shawnee State University facility or property when approved by the Director of Physical Facilities.
- 3.5 Coordinating lost-key records with security personnel and administrators and determining whether rekeying of an area is required because of lost or misused keys.
- 3.6 Furnishing key information to authorized department administrators.
- 3.7 Recovering of all campus keys from personnel who are terminating or transferring to another office or university facility.

- 4.0 Vice Presidents and Department Heads - Vice Presidents and department heads will be responsible for:
 - 4.1 Authorizing the issuance of keys to their staff as necessary and in accordance with this policy and the Building Security Policy.
 - 4.2 Reporting to the Key Control Manager all key holders who are terminating or transferring to another office or university facility.
 - 4.3 Reporting loss of keys to the Key Control Manager.
- 5.0 Key Recipients - Personnel to whom keys have been issued are responsible for:
 - 5.1 Completing and signing a key-issuance record and signature card.
 - 5.2 Maintaining possession and security of any and all keys issued by the Key Control Manager.
 - 5.3 Reporting loss or theft of keys to the Key Control Manager.
 - 5.4 Returning all keys issued to the Key Control manager before executing final termination clearance or when transferring to another University office or facility.
- 6.0 Special Security Keying and Changes of Keying
 - 6.1 Special security locks and keys for areas of special consideration may be permitted upon approval of the Director of Physical Facilities, a Vice President and the President.
 - 6.2 No individual may use a personal lock for space control, nor may locks be changed or rekeyed without prior approval of a Vice President, the Key Control Manager and the Director of Physical Facilities.
 - 6.2 Areas approved for special locks or keys will not receive maintenance or custodial services except by special arrangement with the Director of Physical Facilities.
- 7.0 Eligibility
 - 7.1 Grand master keys will be issued to the President, Vice Presidents, Director of Physical Facilities and Assistant Plant Maintenance Engineer and to others upon authorization by the President.

- 7.2 Building entrance keys may be issued to full-time employees if the employee's job responsibilities require such assignment as approved by the appropriate Vice President in accordance with the Building Security Policy.
 - 7.3 When authorized, individual room keys will be issued to an employee controlling access to a space or facility, i.e., office, storage room, workroom, etc.
 - 7.4 Alarm keys will be issued to only those employees authorized to have building entrance keys per the Building Security Policy.
 - 7.5 Temporary assignment of keys may be requested for a specific purpose and date as approved by the appropriate Vice President or department head. Such request must comply with all other sections of this policy. Keys requested for a specific purpose and date shall be returned to the Director of Physical Facilities at the beginning of the first work day following the specific date. Disregard of this procedure may result in disciplinary action and shall result in denial of future requests.
- 8.0 Procedure for Obtaining and Returning Campus Keys
- 8.1 The requesting employee must execute a **Key Request Form** and have the request approved by the appropriate Vice President or department head. When approved by the Director of Physical Facilities, the appropriate key(s) will be made and the requesting employee will be notified when to pick up the key(s) from the Key Control Manager.
 - 8.2 A key assignment card file will be maintained by the Key Control Manager in the Physical Plant Department for each employee who has been issued one or more keys. The employee must acknowledge receipt of keys by signing for each key on the card as it is issued.
 - 8.3 Receipt of keys returned will be noted by the Key Control Manager.
 - 8.4 All University issued keys must be returned before a terminating employee receives final clearance.
- 9.0 Transferring Keys Within a Department
- 9.1 Keys no longer necessary to an individual will be returned by the person to whom they were issued to the Key Control Manger. Keys shall not be exchanged between individuals.
 - 9.2 Persons being transferred within a department or to another department will get keys only from the Key Control Manager when approved by the appropriate Vice President or department head.

10.0 Recovering Keys From University Employees

- 10.1 To facilitate recovering keys, the department head will send the Key Control Manager a list of individuals in the department who are terminating employment or moving to another jurisdiction.
- 10.2 When an individual has returned all keys issued by the University, the Key Control Manager will send notice to Payroll to release the last paycheck.

11.0 Loss or Theft of Campus Keys

- 11.1 Loss or theft of University keys must be reported immediately to the Key Control Manager by the individual to whom they were issued.
- 11.2 The Key Control Manager will note on the individual's **Key Assignment Card** the loss of the Key(s).
- 11.3 The Key Control Manager will coordinate the lost key records with campus security personnel, the Bursar and Payroll.
- 11.4 The individual will be charged a fine of \$5.00 for each key lost. Fines must be paid before the individual is issued additional University keys.
- 11.5 Fines for lost keys are payable in the Bursar's Office.

12.0 Rekeying and Lock Changes

- 12.1 All requests for rekeying and lock changes must be submitted in writing to the Directory of Physical Facilities by the appropriate Vice President.
- 12.2 When approved by the Director of Physical Facilities and/or the Vice President for Business Affairs, the Director of Physical Facilities may authorize the change of a portion or all of the locks in a building or the entire campus. Unless the change is due to an emergency, individuals affected will be given advance notice. Individuals affected by such changes shall return all obsolete keys and request new keys through the **Key Request** procedure.