

APPENDIX IV –
KEY CONTROL POLICY

KEY ISSUE AND CONTROL PROCEDURES

PROCEDURES

Other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents. Academic buildings shall be opened by Campus Police to serve student and university needs Monday through Friday from 7:00 a.m. to 8:30 p.m. or until 30 minutes after the final class in that building whichever is later. A waiver may be issued by the Vice President for Academic and Student Affairs for Educational Buildings or by the Vice President for Administration for Buildings under his/her control for different operating hours. When academic buildings have been secured, access may be permitted by a security officer upon presentation of proper UIW identification and a stated reason for access to the building. Except for classrooms, all interior doors to all university buildings will be locked by janitorial personnel upon completion of cleaning operations of each room. Individual classrooms will be locked immediately after the last class of the day/night.

Non-academic activities sponsored by university departments/groups must have prior approval from the appropriate Vice President for area(s) to be used. Each department/group is responsible for coordinating with University Police Department the opening/closing of door(s) to the area(s) they will be using for their activity.

The scheduling of off-campus sponsored activities is the responsibility of the Director of Special Events. Each area to be used for off-campus sponsored activities must be reserved with the appropriate facility coordinator. Security personnel will ensure designated areas are open for off-campus sponsored activities only subsequent to receiving notification from the Director of Special Events.

The Registrar's Office is responsible for scheduling classroom usage and will provide Campus Police with a listing of classroom usage with any changes as they occur. Security personnel will ensure designated doors are opened for special activities involving classrooms only subsequent to receiving notification from the Registrar's Office or from the Office of Instructional Technology in the case of computer labs.

Prior approval must be obtained from the appropriate department chair for activities scheduled in lab areas. The appropriate department chair or his/her designee is responsible for the opening/closing of lab area doors and ensuring that adequate supervision is present.

Keys are not to be issued to students. For those students needing after-hour access to university buildings, a memorandum should be sent through the appropriate dean to the University Police Department listing those students who are to have access, and to what rooms. Proper UIW identification must be presented to the security officer to access.

Special assignment of keys, where required (such as contractors, housekeeping, food service, etc.), may be authorized by the Director of Facilities Management.

Employees may be issued keys to university buildings upon written approval of the department chair/director or designee, and the dean and vice president in accordance with university procedures. The number of keys issued to an employee will be limited to the **MINIMUM NEEDED TO DO THEIR JOB!**

1. Keys are issued for entry to university buildings for the purpose of conducting university business only.
2. An authorized employee 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 employee may have guests so long as the guests stay in the proximity of the employee having the assigned key. The authorized employee assumes full responsibility for their presence.

3. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to university property resulting from failure to do so.

Individuals transferring to another department or building may be issued new keys upon the written approval of the new department chair / director in accordance with the above and subsequent to the return of all old keys to the Facilities Management Office ATTN: Locksmith.

All keys issued remain the property of the University and shall be returned to Facilities Management Office ATTN: Locksmith under the following conditions:

1. For employees:
 - Prior to transfer to another department or building.
 - Upon termination of employment.
 - Upon request of the department chair / director, or Dean.
 - Upon being granted a leave of absence without pay for a period of 30 or more calendar days: however, employees granted such leaves may retain their key(s) if they are authorized to have access to the building and / or office during the leave.
2. For all individuals:
 - At the request of Security personnel.
 - At the request of personnel authorized to manage or audit this policy.

It is the responsibility of the appropriate department chairperson/director or designee to ensure that all keys are returned to Facilities Management Office ATTN: Locksmith under the provisions above.

IN NO CASE IS A KEY TO BE TRANSFERRED FROM ONE INDIVIDUAL TO ANOTHER, OR TO BE OBTAINED FROM ANY OTHER SOURCE THAN FROM THE FACILITIES MANAGEMENT OFFICE. WHEN ANY TRANSFER OR DUPLICATION OF A KEY IS MADE WITHOUT UNIVERSITY CONSENT, THE KEY SHALL BE RECOVERED AND THE INDIVIDUAL(S) INVOLVED REPORTED TO THE ADMINISTRATIVE HEAD, DEAN, OR VICE PRESIDENT FOR APPROPRIATE ACTION.

Keys to cabinets, lockers and drawers within buildings or to dormitory rooms are not covered under provisions of this policy. The Facilities Management Office will furnish these keys upon request by the director of the facility. The issue, control and recovery of these keys are the responsibilities of the director of the facility. Key issuances for cabinets, lockers, and drawers within buildings/offices are authorized by the department chair/director subject to such policy guidance as may be issued by the division dean/Vice President.

In accordance with this policy the types and number of keys issued will be limited to the **MINIMUM REQUIRED BY REGULAR WORK ASSIGNMENTS.**

1. The permanent issuance of building master keys will ordinarily be limited to the president, vice presidents and those service departments needing access to the facility.
2. The permanent issuance of building sub master keys will ordinarily be limited to deans and department chairs.
3. Two or more keys may be issued to those requiring access to several rooms throughout the entire building.

PROCEDURES FOR THE ISSUANCE AND RETURN OF KEYS MAY BE ALTERED BY THE DIRECTOR OF FACILITIES MANAGEMENT AS NEEDED TO MEET WORK REQUIREMENTS THROUGHOUT ALL OF THE UNIVERSITY CAMPUSES.

The loss or theft of any key is to be reported immediately to the department chair/director, who in turn will notify the Facilities Management Office or the Police Department.

Lost keys turned in to a department are to be forwarded immediately to either the Facilities Management Office or the Police Department.

Application for keys is made on a KEY RECORD form.

1. KEY RECORD forms will be submitted to the Facilities Management Office ATTN: Locksmith.
2. If an individual has a need for more than 1 key, additional keys will be listed in block 5 on the Key Record Form.
3. KEY RECORD forms are available from UIW Intranet web site.

Keys can only be obtained in person directly from the Facilities Management Office or Locksmith.

1. Masters and sub masters must be picked up by the employees to whom the keys are to be issued.
2. All other keys may be picked up by an appropriate department representative.

The department is responsible for the key collection procedure. Departments collecting keys will transfer them to the Facilities Management Office.

NOTE: Departments failing to deliver keys to the Facilities Management Office expeditiously will cause a delay in the release of a terminating employee's final paycheck.

Prior to the end of each academic semester, each department will review their list of individuals assigned keys to areas under its jurisdiction and ensure that all keys no longer needed by any individual in the department (full time, part time, or adjunct) are collected and returned to Facilities Management as appropriate.

NOTE: This review will aid the department in identifying those keys to be returned by employees having an ending date of appointment as of the end of each academic semester.

Annually, each department must check and certify the accuracy of their inventory list of keys issued to individuals under its jurisdiction. A copy of the verified list will be provided to the Facilities Management Office ATTN: Locksmith.

Keys must be surrendered at the request of any campus police or security representative or other law enforcement official in the performance of his/her duty.

PROCEDURES: ISSUANCE OF KEYS

Department

Upon request for key, initiate UIW KEY RECORD form, completing items no. 1-7. Approve KEY RECORD form (item no. 6) and forward to dean or vice president for approval (item no. 7). Make and keep copy of the key record form.

The KEY RECORD form (item no. 5 Remarks) must be completed to justify the issuance of a master or a grand master and must be approved by the Vice President for Business and Finance.

Forward or deliver the approved Key Record form to the Facilities Management Office ATTN: Locksmith for processing. The applicant will be notified when the key is ready for pickup.

1. Master and sub master keys must be picked up by the applicant who will be asked to sign for the key on item 8 of the form.
2. All other keys may be picked up by the applicant or department representative designated by the applicant. If the representative is picking up the key, the applicant must sign the form, item 8 prior to the form being delivered or forwarded to the Facilities Management Office.

Facilities Management Office

Produce key and obtain applicant's signature on KEY RECORD form (item no. 8) if not already signed.

Give key and a copy to applicant/department representative.

Update the key issuance data base computer program. File Facilities Management Office copy.

PROCEDURES: RETURNING KEYS

Department

Upon determining that an individual is transferring or terminating employment with the university, review department files (list) to see what keys are to be returned by that individual. SEND THE INDIVIDUAL TO THE FACILITIES MANAGEMENT OFFICE TO TURN IN HIS/HER KEY WITH A CLEARANCE FORM.

The Facilities Management Office will acknowledge receipt of key(s) by completing the KEY RECORD (item no.10). Key Returned. Maintain copy of KEY RECORD until deletion of issue record is verified by department annual review, after which time the copy can be destroyed.

PROCEDURES: LOST OR STOLEN

Department

Notify the Facilities Management Office or Police Department immediately by telephone when a key is reported lost or stolen.

Pull department copy of appropriate KEY RECORD from file. Enter "Lost" or "Stolen" in item no. 10 and forward to the Facilities Management Office.

Inform individual that he/she will need to pay the key replacement fee per the Key Replacement Fees schedule as published herein.

Departments/Divisions will be charged key replacement fees, per the Key Replacement Fees schedule, if keys lost by respective faculty members/staff results in the need to re-key a building/room(s).

If a reissue is approved by the department chair/director follow section on Procedures: Issuance of Keys

Facilities Management Office

Enter "Lost" or "Stolen" in item no. 10 of Facilities Management Office copy.
Update the data base program as appropriate to reflect the missing key status.

PROCEDURES: RECOVERED KEYS

Department

Notify the Facilities Management Office immediately by telephone when a key is recovered. Initiate a new KEY RECORD form if a reissue has not occurred. Complete items no. 1-7. Obtain the signature of the key holder (item no.8) and distribute copies in accordance with these guidelines. If a reissue has already occurred turn in the recovered key to the Facilities Management Office.

Facilities Management Office

When a key is reported as recovered, request the department to complete a new KEY RECORD form if a reissue has not occurred.

1. Request the department that has the recovered key obtain the employee's signature in item no. 8 of the KEY RECORD form. Request the department give a copy to the employee and send the Facilities Management Office the original.
2. If a duplicate key has already been issued request the recovered key be forwarded immediately to the Facilities Management Office ATTN: Locksmith.

Destroy duplicate KEY RECORDS marked "Lost" or "Stolen" for the recovered key.
Update the data base program as appropriate to reflect the key's current status.

KEY REPLACEMENT FEES

Replacement of a lost or stolen key or failure to return an issued key by its due date or upon an employee's last day of employment is subject to a fee as stated below:

1. A replacement fee of \$10.00 per door opened, up to a maximum of \$100.00, for each master or sub-master key not returned.
2. A replacement fee of \$20.00 will be charged for each key other than master or sub-master key not returned.
3. A department will also be charged \$10.00 a key for each door that a sub-master or master key opens with a maximum cap of \$500.00.

Key replacement fees will be deducted from the employee's final paycheck for each key not returned.

This Key Issue and Control Procedures applies to all building/rooms on all campuses of the University of the Incarnate Word.