

Procedure No. 70.100

PROCEDURE FOR ISSUANCE OF UNIVERSITY KEYS & LOCK/CORE CHANGES

Date Issued: 7/20/00

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Issued By: Vice President for Finance and Administration

Purpose: The purpose of this policy is to set forth procedures for the production, issuance, control, and collection of university keys.

Policy:

The Public Safety Department is responsible for university key control. Keys will be issued based on demonstrated need.

In University owned residence halls, the Director of Residence Life is responsible for issuance, tracking, and retrieval of keys issued to students and Residence Life staff. All key requests and core changes from the Director of Residence Life must have prior approval of the Public Safety Department. The Director of Public Safety shall monitor Residence Life's key issuance procedure to ensure that proper security measures are implemented and followed.

At the Venango Campus, the Executive Dean, or his/her designee, shall approve, issue, control and collect university keys. Requests for individual room keys will be made directly to the Facilities Management Department locksmith by the Venango Campus designee. The Executive Dean is responsible for record keeping and security of unassigned keys. Requests for master keys at the Venango Campus shall be approved by the Public Safety Department, but distributed, controlled and collected at the Venango Campus. All un-issued Venango Campus master keys should be returned to Facilities Management Department for storage. The Director of Public Safety shall monitor this process to ensure that proper security measures are implemented and followed.

The Facilities Management Department is responsible for the manufacturing of all university keys and for maintaining accurate and secure records regarding lock hardware on campus. All returned keys will be forwarded by the Public Safety Department to the Facilities Management Department. The Facilities Management Department is responsible for securely storing all unassigned keys.

All other keys are issued, monitored, and retrieved by the Public Safety Department.

The issuance of keys to university buildings, other than residence halls, shall be subject to the procedures as outlined below.

In emergency situations, the Director of Public Safety or the Institutional Maintenance Superintendent may authorize the issuance of keys to university personnel.

Facilities Management Department locksmiths are not authorized to issue keys directly to persons requesting keys. All keys must be issued by the Public Safety Department. All lock core changes must have the approval of the Public Safety Department. All lock hardware must be installed or approved by the Facilities Management Department.

Procedures:

Public Safety Department's "Key Request Form" (copy attached), Sections 1 & 2 must be completed by the employee and the supervisor (for Venango Campus employees, the request should be completed by the Executive Dean or his or her designee):

- a. Name of employee
- b. SS#
- c. Department
- d. Campus address
- e. Type of position, e.g., temporary or regular (if temporary, dates of employment)
- f. Key name or number and building. Note: For positions in which a ring of keys is provided, the request should include the key ring number and position for which the keys are requested.

Following completion of Sections 1 and 2, the form should be forwarded to the Public Safety Department. The form may be delivered by mail, fax, or in person. If the request is sent by fax, the original should not be mailed to the Public Safety Department.

Section 3 of the "Key Request Form" must be completed by the Public Safety Department prior to routing it to the Facilities Management Department.

The Facilities Management Department will cut the keys, complete section 4 of the "Key Request Form", and return the keys and form to the Public Safety Department.

Keys should be ready in 3-5 days from the date of receipt at the Public Safety Department. The requestor must appear personally and sign for the keys.

Key Holder Responsibilities:

The key holder is responsible for the possession and security of assigned keys and is not permitted to loan or give keys to any other person.

Lost or stolen keys should be reported to the Public Safety Department immediately.

When no longer needed for official University business, the key holder must return the assigned keys to the Public Safety Department. Supervisors should ensure that employees who are terminated or transferred return assigned keys to the Public Safety Department.

No person should maintain possession of keys that have not been issued to them by the Public Safety Department.

Any person who loses or fails to return a University key to the Public Safety Department may be assessed a fee in an amount set by the President.