

Policies and Procedures

Key Procedure

Introduction:

This procedure describes the process for key acquisition and return. In order to provide for effective security for ESF people, property and facilities, it is the policy of the College that keys may not be duplicated. Details follow:

Type of Key	Area Opened	Issued to	Required Authorization(s)
Room or Card Access	a specified room or area	designated employees or students	Unit Head* or designee (for unit's areas)
Building Entry	outer doors to individual buildings	designated employees or students	Unit Head* or designee (for unit's areas)
Sub-Master	all or groups of locks in a unit	designated employees	Unit Head* or designee (for unit's areas)
Master	all locks in a building	designated employees; selected maintenance personnel	Vice President for Administration; Director of Physical Plant (for selected maintenance personnel)
Grand Master	all locks in the system	individuals designated by Vice President for Administration	Vice President for Administration
Forest Properties	various	designated employees or students	Unit Head* or designee with co-approval by Director of Forest Properties
Academic Program Areas of the Properties	various	designated employees or students	Appropriate Director* or designee

*In the event of an emergency situation or unforeseeable circumstance, the Vice President for Administration or Chief of University Police may authorize the issuance of a Sub-Master (or lesser) key.

Key Issuance:

All employees and students requesting a key must complete a Key Request form (see attached samples). These forms are available from University Police, 19 Bray Hall, x6667.

Each Key Request form must be signed by the appropriate authority (see table on page 1) and may be forwarded to University Police via campus mail or delivered in person. A minimum of four work days should be allowed for requests to be filled.

Keys will be issued at the University Police office Monday through Friday during normal business hours. The Key Request form is to be signed by the individual when picking up the key(s).

Except for fines for lost or stolen keys, employees are issued keys at no cost.

Students pay a five dollar (\$5) deposit for each key, refundable upon return of the key. Student card access requires a one-time, non-refundable five dollar (\$5) processing fee. All payments are to be made in the Business Office, 102 Bray Hall, and a receipt from the Business Office must be shown as proof of payment before the Key Request will be processed further.

Signature Authorizations:

No key shall be issued without the authorized signature(s).

The names of all Unit Heads and designees are kept on file with University Police. Unit Heads should notify University Police in writing of changes as needed.

All signatures on the Key Request form must be original, i.e., signature stamps are not acceptable.

Special Situations:

Temporary access – Employees and students who do not possess keys must obtain prior written approval from the Unit Head using the Building/Room Admittance Authorization Form (see attached sample) for after-hours access to buildings and rooms. Proper identification and a copy of the Building/Room Admittance Authorization Form must be presented in order to gain after-hours access to a building or room. This type of entry is meant only for temporary, short-term access not to exceed one month.

The Vice President for Administration shall have the authority to evaluate any special circumstances and make appropriate adjustments that ensure the integrity of the system.

Key Return:

All keys must be returned to University Police upon change in employment or student status or need for a particular key.

Employees who fail to turn in key(s) may have their final paycheck withheld.

Students who fail to turn in key(s) will forfeit deposit(s). In addition, transcripts, grades, and diplomas may not be issued.

Lost or Stolen Keys:

Lost or stolen keys may result in fines as follows:

Key Type	Fine
Room/Card Access	\$15
Building Entry	\$20
Sub-Master	\$25
Master	\$30
Grand Master	\$40

The following may also apply for student keys:

- loss of deposit
- \$5 per key replacement cost
- a new deposit of \$5 per key, if a new key is issued

attachments –

Key Request Forms (samples)

Building/Room Admittance Authorization Form (sample)

Revised 3/00

LT\c:\mydocs\formltrs\key-procedure.doc

NOTE: Attachments are not available on-line