

Policies and Procedures

Key Procedure

Introduction:

This procedure describes the process for key and HID FOB acquisition and return. **For the purposes of this procedure, the term key(s) will include HID FOB(s) unless otherwise stated.** 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)
HID FOB	A specified building, 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 or students	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.

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Key Issuance:

All employees and students requesting a key must complete a Key Request form and/or ID Card Access Request form (see attached samples). These forms are available from your Department Secretary or 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.

Employees are issued keys at no cost, except for fines for lost or stolen keys,

Students must submit their key request in a sealed envelope with the total deposit (see table below) clearly written on the outside of the envelope. All deposit 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.

All key deposits are refundable upon return of the key.

Key deposits are based on the type of key requested and will follow the following schedule:

FOB	\$10.00
Individual Room Key	\$20.00
Building Entrance Key	\$30.00
Sub-Master Key	\$50.00

Recipients of keys will be e-mailed when their key is ready for pickup.

Keys will be issued at the University Police office Monday through Friday during the hours of 8AM-3:30PM. The Key Request form is to be signed by the individual when picking up the key(s)

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.



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Key Return:

All keys must be returned to University Police upon change in employment or student status or need for a particular key. Failure to return keys may result in application of published fines.

Students who fail to turn in key(s) will forfeit deposit(s) and may have to pay any applicable fines. In addition, transcripts, grades, and diplomas may be withheld.

Fines:

Lost or stolen keys may result in the following fines:

Key Type	Fine
Room/Card Access	\$30
FOB	\$10
Building Entry	\$30
Sub-Master	\$75
Master	\$75
Grand Master	\$100

Duplication of college-owned key: \$100.00

-FOBs cannot be duplicated

Unauthorized Use of college-owned key: \$100.00

The unauthorized duplication of any campus key owned by the college of ESF, by either an employee or student, will result in the assessment of published "Duplication of Key" fines and possible revocation of continued campus key retention privileges.

The unauthorized loaning of campus keys by an authorized holder to another is strictly forbidden. Such conduct will result in assessment of published "Unauthorized Use" fine on both parties and possible revocation of continued campus key retention privileges.

Multiple loss of campus keys by any one individual will result in assessment of applicable fines and possible revocation of continued campus key retention privileges.

Attachments –

Key Request Forms (samples)

Building/Room Admittance Authorization Form (sample)

ID Access Request Form (sample)



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FACULTY/STAFF KEY REQUEST

Requested by: _____ Date: _____
Department

Issue to: _____
Name of Faculty/Staff member

Authorized Signature College ID Number

Please indicate all buildings and rooms requested.

Building	Room(s)	Deactivation Date

I will **NOT duplicate or loan** these keys which remain the property of SUNY-ESF. I will return them in person upon my graduating or leaving the College.

Signature Date

The following to be completed by University Police Personnel:

Name: _____
Last First

Key Code # _____ ID# _____

Building(s): _____

Room	Key Code	MX8#	Date Issued	Date Returned



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STUDENT KEY REQUEST

Requested by: _____ Date: _____
Department

Issue to: _____
Name of Student

_____ College ID Number

Authorized Signature

Please indicate all buildings and rooms requested.

Building	Room(s)	Deactivation Date

I will **NOT duplicate or loan** these keys which remain the property of SUNY-ESF. I will return them in person upon my graduating or leaving the College.

_____ Signature _____ Date

The following to be completed by University Police Personnel:

Name: _____
Last First

Key Code # _____ ID# _____

Building(s): _____

Room	Key Code	MX8#	Date Issued	Date Returned	Deposit



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BUILDING/ROOM ADMITTANCE AUTHORIZATION

Name: _____

Building: _____

Room(s): _____

Start Date: _____ End Date: _____

Time(s): _____

Call University Police
470-6667
Present your Student I.D.
and a copy of this form
for admittance

Instructor's Signature: _____ Date: _____

Unit Head's Signature: _____ Date: _____

White: University Police Canary: Issuing Unit Pink: Student/Staff

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Environmental Resource & Forest Engineering
ID Card/Fob Access Request Form

NAME:

LAST

FIRST

MI

ID #

DEACTIVATION DATE:

CAMPUS AFFILIATION	ACTIVATION STATUS	FOB DEPOSIT (IF APPLICABLE)
<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> EMPLOYEE-N/A
<input type="checkbox"/> STUDENT	<input type="checkbox"/> FIRST TIME ACTIVATION	<input type="checkbox"/> STUDENT-\$10
<input type="checkbox"/> VISITOR	<input type="checkbox"/> ADDITIONAL ACCESS	TOTAL AMOUNT DUE \$ _____

Please check all buildings/rooms being requested for access. All access is 24/7 unless a different time span is specified. Please enclose in a sealed envelope & have recipient pay the FOB deposit at 102 Bray Hall. If a FOB is requested, the \$10 FOB deposit will be refunded when the FOB is returned to UPD. There is no charge for employees for the issuance of a FOB. Recipient must bring form in sealed envelope and receipt of payment (if applicable) to UPD at 19 Bray Hall along with their ESF ID card.

	Jahn/Baker Exteriors
	Baker Atrium
	BSW H/C Entrance
	BSW East Entrance
	BSW North Entrance
	BSW West Entrance
	Baker East 1st Floor Entrance
	Jahn Main Entrance
	Jahn West Basement Entrance

	Baker Laboratory
	Baker 105
	Baker 106
	Baker 107
	Baker 108
	Baker 133
	Baker 321 East
	Baker 321 West
	Baker 402
	Baker 410
	Baker 413
	Baker 434
	Baker 437



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Authorized Signature: _____ Date: _____

ID Card/Fob Holder's Signature: _____ Date: _____

I agree that I will not duplicate or loan this ID card/Fob which remains the property of ESF.

University Police Department Use Only:

Receipt # _____ Date In System: _____ Initials: _____

FOB # _____ Date FOB Returned: _____ Initials: _____