




Lyndon State College
Policies and Procedures

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TITLE: CAMPUS KEY POLICY
(Excluding residence halls)
Policy Procedure Rule Regulation Form

1.0 Purpose

The campus key policy sets forth the guidelines for control of keys and provides procedures for requesting and returning keys. The policy must achieve a proper balance between convenience and security, with ongoing concern that safety and security must not be compromised due to demands for convenience.

2.0 Policy

It is the policy of Lyndon State College to issue building and room access keys to faculty and staff, and to persons/organizations who have contractual agreements with the College and who have been assigned facilities, only when access to the facilities cannot be achieved following established locking and unlocking procedures.

3.0 Responsibilities

- 3.1 The key-control manager (director of physical plant or designee) is responsible for:
- Creating a keying system, in coordination with campus departments and the public safety office, that ensures security and reasonable convenience to departments occupying buildings or facilities.
 - Fabricating and issuing keys.
 - Securely storing unassigned keys.
 - Determining whether rekeying of an area is required; this will be done in consultation with the director of public safety and the department chairperson/head concerned.
 - Recovering all campus keys from personnel who are terminating employment or transferring to another office or department.
- 3.2 Department chairpersons/heads, supervisors, and the assistant to the academic dean are responsible for requesting keys for faculty and staff as necessary and in accordance with these guidelines.
- 3.3 Personnel to whom keys have been issued are responsible for:
- Signing a key-issuance record.
 - Maintaining security of any key issued.
 - Reporting loss or theft of keys to the key-control manager and to the public safety office.

4.0 Eligibility

<u>KEY LEVEL</u>	<u>ASSIGNMENT ELIGIBILITY</u>
Grand master key (access key) – The highest level key on campus – will operate all groups of locks under different building master keys.	Selected persons from administration, public safety, and maintenance.
Individual key – Will operate one lock, or two or more locks keyed alike.	Employees are entitled to keys to their offices.
Building entrance key.	Full-time faculty and staff.
Keys for students.	Must be requested/approved by appropriate faculty or administrator.

5.0 Procedure for obtaining and returning campus keys

- 5.1 All key requests are to be submitted to the key-control manager by the department chair/head, supervisor, or assistant to the academic dean.
- 5.2 When keys are issued, the recipient must sign a key-issue record for each key. The key-control manager will keep a record of keys issued by name and key number.
- 5.3 Keys must be returned directly to the key-control manager. When keys are returned, the key-control manager will issue a receipt.
- 5.4 To facilitate recovering campus keys, the director of human resources and the assistant to the academic dean will notify the key-control manager of employees who are terminating employment or moving to another department.

6.0 Transferring within the College

- 6.1 Persons being transferred are to get keys only from the key-control manager.
- 6.2 Keys must be returned to the key-control manager pending reissue.

7.0 Loss or theft of keys

- 7.1 Loss or theft of campus keys must be reported immediately to the key-control manager and to the public safety office.
- 7.2 The key-control manager will note on the key records the loss of the key, the key-holder's name, number of key, and date.
- 7.3 Individuals will be charged \$10 for each replacement key.

8.0 Special security/unauthorized keying

- 8.1 Special security locks and keys for areas of special consideration may be permitted only with the concurrence of the director of physical plant and the director of public safety.
- 8.2 No individual locks or keys may be used for space control, nor may locks be changed without prior approval of the department chairperson/head and the director of physical plant. Unauthorized locks will be reported to the director of physical plant, who will remove them in coordination with the director of public safety and the department chairperson/head.