Policy Title:	Key Control Policy
Effective Date:	March 22, 2010
Last Review Date:	February 27, 2010

I. **Purpose:** The Facilities Management Department is charged with and is accountable for the issuing of keys to all buildings on campus (with the exception of *Dedmond and Daly Halls)* in accordance with the policy to ensure the security of the campus. Deviation from this policy shall not occur without prior written approval from the Vice President of Administration and Finance. Therefore, the following actions are prohibited:

1. Reproduction of keys by anyone other than the University's Locksmith.
2. Re-coring of locks in any area of the campus by anyone other than the University's Locksmith.
3. All such requests shall be made through the department Key Coordinators and performed by the Facilities Management Department.
4. The Locksmith shall not be directly contacted for key requests.

This policy **does not** cover the issuing of access cards and access privileges assigned to the cards.

II. **Definitions:**

A. Central Key Coordinator: Tom Gemmell – The Assistant Director of Facilities holds this position and has the primary responsibilities as listed below:
1. Investigates key requests for approval.
2. Forwards key work order requests to the Locksmith.
3. Notifies the department Key Coordinators of any requests that are denied.
4. Receives completed key orders from the Locksmith.
5. Distributes keys to the department Key Coordinators, obtaining their signature.
6. Distributes Building and Grand Master keys directly to the recipient, obtaining their signature.

B. Department Key Coordinator: (assigned by departments) – The person assigned to this position shall be a full-time employee with the ability to control key requests to the needs of the department. They are responsible for the following:
1. Maintain adequate and correct records at all times, accounting for keys issued to the department and the department's employees.
2. Have employees sign for the receipt of keys using the K-1 (standard keys) or K-2 (building or grand masters) forms and providing a copy to the Central Key Coordinator.
3. Collect and return all keys from employees leaving the department.
4. Update key documents in the employee's records when the keys are returned to the department and provide a copy to the Central Key Coordinator.
5. Only issue keys to employees in their department.
6. Return all obsolete keys to the Central Key Coordinator. Returned keys will be removed from the department's inventory.

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7. Prior to a department Key Coordinator leaving a department, he/she should inform the Central Key Coordinator in writing. The Central Key Coordinator will arrange a joint audit to transfer responsibility and accountability for the department's keys from the existing department Key Coordinator to the newly appointed department Key Coordinator or alternate department Key Coordinator.

8. Keep alternate Key Coordinator current.

9. Report any lost or stolen keys immediately to Public Safety and the Associate Director of Facilities Management.

10. Maintain the security of all keys entrusted to his/her care by keeping them in a <u>locked</u> cabinet.

C. <u>Vice President of Administration and Finance</u>: Richard Siemer
<u>Chief of Public Safety</u>: Leonard Hamm
<u>Director of Facilities Management</u>: Jerry Stamper
<u>Associate Director of Facilities Management</u>: Robert Underwood

III.   Policy

A. Requesting departments' responsibility and accountability.

1. Each department shall designate a Key Coordinator and alternate Key Coordinator for their department. Both shall be full time state employees.

2. The Key Coordinator shall have the responsibility of maintaining all records associated with keys issued to personnel in their department. All key requests will be submitted by the department's Key Coordinator.

3. Each department is accountable for each key issued to their personnel.

4. All lost keys shall be immediately reported to Public Safety and the Associate Director of Facilities Management.

5. Departments that have lost keys will <u>not</u> be issued immediate replacements until all security exposures have been resolved.

B. Standard Key Request Procedure

1. Requests for keys shall be made through the requesting department's Key Coordinator.

2. Key Coordinators shall submit a K-1 form to the Work Control Center for each employee requiring keys.

    a. Identify the person the keys will be issued to including their I. D. number.

    b. The form shall indicate the requesting department, list building names, room numbers and/or door location descriptions.

    c. The form must be approved by the Vice President, Dean or Director of the requesting department.

3. The Work Control Center will prepare a work order for the Central Key Coordinator to approve the cutting of the keys.

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    4. All keys are issued by the Facilities Management Department to the requesting department's Key Coordinator.

    5. The Key Coordinators then issues the keys to the employee.

C. Building Master and Grand Master Key Request Procedure

    1. Due to the high security risks associated with Building Masters and Grand Masters, these keys will <u>not</u> be issued without written approval using form K-2.

    2. K-2 requires the signature approval of the Vice President of Administration and Finance.

    3. Key Coordinators shall submit a K-2 form to the Work Control Center for each employee requiring keys.

    4. The Work Control Center will prepare a work order for the Central Key Coordinator to approve the cutting of the keys.

    5. The Central Key Coordinator shall issue these keys directly to the employee designated by the department's Key Coordinator.

D. Number of Keys Issued

    1. Each department shall keep the number of issued keys to a minimum.

    2. Departments that have shifts that require a set of keys shall implement a procedure to transfer the possession of the set of keys from one shift to the other shift.

E. Return of Keys

    1. When keys are no longer needed, the department's Key Coordinator shall immediately notify and arrange to return the keys.

    2. The Central Key Coordinator will revise records indicating the keys have been returned.

    3. Individuals that have been issued Building and Grand Masters are accountable for returning these keys directly to the Central Key Coordinator.

    4. Department Key Coordinators shall return the keys of employees that leave Coppin State University or transfer to another department within the University.

F. Charge for Keys

    1. The initial request for the distribution of one (1) key will be done at no cost.

    2. Additional keys will cost $3.00 per key. The requesting department is liable for this cost.

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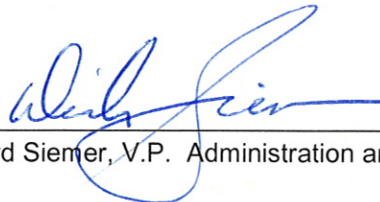
G. Charges for Lost Keys
1. Replacement keys will be issued at a cost of $ 3.00. This fee is based on the University's cost. The department of the lost key is liable for this cost.
2. If re-coring is required due to the loss of a key, the department of the lost key will be liable for the re-coring costs. The cost of a core is $25.00.

H. Key Audits
1. The Central Key Coordinator is required to perform annual key audits for each department.
2. The audit is conducted between the Central Key Coordinator and the department Key Coordinators.
3. Conclusion of the audit shall result in a Key Control Performance Report. This report is to be issued to the department Key Coordinators, Directors, and Deans.
4. All discrepancies are to be summarized in a letter to the Vice President of Administration and Finance, Chief of Public Safety, and Director of Facilities Management by the Associate Director of Facilities Management.

Signature:_____ 3/15/10
            Richard Siemer, V.P. Administration and Finance

Form K-1
Standard Area Key Issues
Key Control Policy

Date:_____

Requesting Department:_____

Department Key Coordinator:_____

Issued to:_____   Employee's ID Number:_____
(Employees Name – Print or Type)

Building Name	Room Number	Description/Location	Issue Date	Return Date	Acknowledgement of Receipt

I acknowledge receipt of the keys designated above and agree not to loan, alter or modify them. I understand that it is my responsibility to return all keys to the Department Key Coordinator and/or Central Key Coordinator. I understand and agree that violation of this agreement or loss of keys may result in disciplinary action and may render me responsible for the expense of a rekey and/or re-core.

Approved by:_____Date:_____
Signature: V.P., Dean or Director of Requesting Department

Form K-2
Grand Master and Building Master Key Issues
Key Control Policy

Date:_____

Requesting Department:_____

Department Key Coordinator:_____

Issued to:_____   Employee's ID Number:_____
(Employees Name – Print or Type)

Building Name	Room Number	Description/Location	Issue Date	Return Date	Acknowledgement of Receipt

I acknowledge receipt of the keys designated above and agree not to loan, alter or modify them. I understand that it is my responsibility to return all keys to the Central Key Coordinator. I understand and agree that violation of this agreement or loss of keys may result in disciplinary action and may render me and/or my department responsible for the expense of a rekey and/or re-core.

Approved by:_____Date:_____
Signature: Vice President, Administration and Finance