John Carroll University

Key Policy

2005/2006

Introduction to John Carroll University Keying Policy

The following document is to serve as the lock and key control policy for John Carroll University.

It is the duty of the Facilities Department, working under the direction and the office of the VP of Finance and Administration to implement these policies.

The purpose of this policy is to provide adequate building security for persons and property through the control of keys issued, to assure appropriate access to work areas by employees in buildings at John Carroll University and to allow unrestricted access by Campus Safety Services and selected maintenance personnel to all campus areas for reasons of security, safety, and health. The Facilities Department is responsible for the maintaining of all locks on campus, including but not limited to, buildings, offices, and furniture. Facilities will control and monitor the distribution of the keys associated with these locks. Campus Safety Services is responsible for the implementation of the card access installed on the campus, and Residence Life is responsible for the control, monitoring and the issuance of residence hall keys to the student residents. The Facilities Department will assist both Campus Safety Services and Residence Life with any lock or key issues that might arise requiring assistance.

The Facilities Department shall review the University's Key Policy and make revisions as may be needed on an annual basis.

This policy, therefore, relates to standard lock and key requirements only.

Overall Key Control Policy

The Facilities Department has the responsibility for the production and duplication of all keys used for access of all buildings; both the exterior and interior of a respective building.

The University Key Shop, as part of the Facilities Department, will process and maintain a listing of all authorized key holders, and what is the designated access for each key.

All issued keys will require the wet signed original signature of the person authorized to grant permission for key reproduction. Building occupants must not install personal locks on any facility, or where maintenance activities are required for building function.

A listing of the approving authority in a respective department is as noted at the end of this John Carroll University Key Policy

document; if a specific authorization is not listed please contact the ranking official within a department who will set policy and then inform the Facilities Department of that decision so that key production can be administrated.

1. Approval Authorization:

a. See the attached listing at the end of this document for approving authority responsibilities. In addition, note the following other key points:

b. The appropriate Vice President or approved department person must authorize any and all key requests. No key request will be granted until the authorizing authority has signed the request form and the signed form (wet signed original) is forwarded it to the Facilities Department.

c. Desk, file cabinet, display case, and all incidental keys other than University System keys may be authorized by the responsible person in a respective department who has access to the furniture as mentioned above.

2. Initial Issue and Re-Issue of Keys:

a. All key requests must be processed through the Facilities Department; see the forms at the end of this document.

b. The request forms are included in this policy package and should be completed and presented to the Facilities Department only after all authorizing signatures are obtained.

c. Broken key(s) should be delivered to the Facilities Department by the person responsible for the broken key(s) with a "Work Order Request Form" containing the appropriate budget number before duplication and re-issue.

d. In the event of lost or stolen keys, the authorizing key person (Vice President or approved department head), Campus Safety Services, and the Facilities Office should be notified immediately. A Lost Key Form should be completed through Campus Safety Services who will submit the report to the Facilities Department. Only after all steps noted on the form have been completed will the Facilities Department begin to process the order. There is a minimum of two weeks as a waiting period before new keys will be issued. The Facilities Department will determine if lock core changes are required. If no lock core changes are required, a duplicate key(s) will be reissued. Otherwise, subsequent work will be completed by the campus locksmith or appropriate vendor.

e. The respective department will be responsible for all charges as a result of lost or stolen keys; determined at the time of the core change. The current cost associated per core change is $100.00 per core and either $3.00 for a Yale or similar key type and $10.00 for a Medeco Key. In the event of a sub-master key being lost, all subsequent cores and keys associated are factored into the charge. **Example**: A key associated with a sub master system was lost that affected 10 cores (doors) and had 10 people who needed a

key. The charges in this example would be calculated as, cores @ 10X$100.00 plus keys @ 10X$3 for a total charge to the respective department who lost the key of $1030.00.

3. Responsibilities:

A. <u>Key Requester Person:</u>

1. Initiate and complete the Key Request Form, forward to Vice President or Department Head having responsibility to approve a key request for signature, then forward to the Facilities Department.

2. Receive, issue, and keep appropriate records of keys that have been assigned to them.

3. Keys issued are the requester's responsibility to safeguard at all times.

4. Keep all spare keys locked when not in use.

5. Turn in all defective and outdated keys to the Facilities Department.

6. Ensure all keys are returned to the respective key authorizing person (Vice President or Department Head having jurisdiction) prior to departure from the University or reassignment within the University to another location where previous keys issued are not needed. Upon reassignment to another department, no new keys will be issued until the previous keys issued have been returned to the Facilities Department.

B. <u>Authorizing Person</u>

1. Provide authorization to Key Requesters as they are presented for consideration.

2. Once an authorization has been granted; return signed form to the Key Requester who will then provide this information to the Facilities Department.

3. Retain a copy of the signed Key Requestor form for all those who have been granted authorization.

4. Secure keys from all Key Requester's who depart the University. Return keys to the Facilities Department for proper tracking and disposition.

5. Provide audits as may be requested by the Facilities Department.

6. Read and be familiar with the procedures spelled out in this document.

C. <u>Facilities Department:</u>

1. Process key reproduction requests for all Key Request forms that have been properly completed and submitted by the requester.

2. Keep an updated inventory of hardware and keys. This will be accomplished by use of the department's software program, Key Trail, which is a database system.

3. Log each key request work order into the database.

4. Log lost or stolen keys into the database.

5. Log returned keys into the database.

6. Implement a Preventative Maintenance schedule for repair or replacement of all University locks, padlocks, and door hardware.

7. Generate initial cores and keys as needed.

8. Maintain the security of Master Key System, system records, and all subsequent key and lock related inventory (key blanks, cores, lock hardware).

9. Destroy defective, deleted, and outdated keys and maintain updated files.

10. Notify, recommend, advice, and assist the Executive Director of Facilities of lock and key systems as required.

11. Assist in providing the Director of Construction with remodel and new construction lock hardware requirements and information relating to keying as may be requested by the Director.

12. Provide VP or Department Heads with computer printouts listing keys requested by them on an annual basis if so requested.

13. Provide audits of keys on an as needed basis.

D. <u>Key Policy Violations</u>:

1. Loaning keys without authorization.

2. Transfer of keys without authorization.

3. Duplication of keys.

4. Altering of keys, locks, or mechanisms.

5. Propping of doors.

6. Admitting unauthorized persons into the building.

7. Failure to return a key when requested by Facilities, Campus Safety Services, authorizing department, or upon leaving the University.

8. Installing and/or replacing without permission, damaging, tampering with or vandalizing any University lock or security device.

9. Loss of keys.

10. Failure to return or check in keys at the end of a work day.

11. Taking "Duty" Master key rings off campus while not on University business.

12. Persons in violation of this policy may be issued a University citation and may be accessed damage or replacement costs.

E. Campus Safety Services:

1. Inform the Facilities Department of any reported lost key; follow with an incident report submitted to the Facilities Department.

KEYING AUTHORIZATION MATRIX

The following matrix will be used to establish the necessary Authorizing Person for a Key Requester. The Authorizing Person must sign off for keys being requested by the corresponding Key Requester. Without this sign off, the Facilities Department will not be able to fulfill key orders. The matrix is built upon the premise that the requester will need to secure approval from the "next highest ranking official" or as may be designated below for a key that the requestor is seeking for themselves. For a requestor who is seeking keys outside of his area, they must obtain a "double approval"; 1st approval will be the assigned approving authority and the 2nd approval will be the authority having jurisdiction in the area where the keys are being requested.
If a specific authorization is not listed, please contact the ranking official within a department who will set policy and then inform the Facilities Department of that decision so that key production can be administrated.

OVERALL AREA RESPONSIBILITY
VP FOR FINANCE AND ADMINISTRATIVE SERVICES

KEY REQUESTOR/DEPARTMENT OR AREA	AUTHORIZING PERSON
Vice President (for keys outside his jurisdiction)	President
Accounting	TBD by VP
Budget and Analysis	TBD by VP
Bursar	TBD by VP
Payroll	TBD by VP
Accounts Payable/Receivable	TBD by VP
Purchasing	TBD by VP
Auxiliary Services	TBD by VP
Bookstore	TBD by VP
Human Resources	TBD by VP
Regulatory Compliance/Risk Management	TBD by VP
Facilities Department	Executive Director of Facilities

OVERALL AREA RESPONSIBILITY
ACADEMIC VP

KEY REQUESTOR/DEPARTMENT ORAREA	AUTHORIZING PERSON
Vice President (for keys outside his jurisdiction)	President
Dean	Vice President
Department Chair	Dean
Inter Department	Department Chair
All other offices that report to respective Dean; Arts and Sciences; Boler School of Business and Graduate School	Respective Dean for the area/office that is requesting a key
Admission and Financial Aid	Vice President
Library	Director
Registrar	Vice President
Center for Career Development	Director
Institutional Research	Vice President
Planning and Assessment	Vice President
Center for Community Service	Director
Multicultural Affairs	Director
Center for Global Education	Director
Center for Teaching and Learning	Graduate Dean
Information Services	Executive Director

OVERALL AREA RESPONSIBILITY
VP FOR STUDENT AFFAIRS

KEY REQUESTER/DEPARTMENT ORAREA	AUTHORIZING PERSON
Vice President (for keys outside his jurisdiction)	President
Dean of Students	Vice President for Student Affairs
Residence Life	Associate Dean
Counseling Service	Dean of Students
Student Health Services	Dean of Students
Athletics	Vice President for Student Affairs
Recreation	Senior Director for Athletics and Recreation
Student Activities	Dean of Students
Greek Life	Director of Student Activities
Services for Students w/Disabilities	Dean of Students
Campus Safety	Vice President for Student Affairs
Campus Ministry	Vice President for Student Affairs
Food Service	Associate Dean
Choral and Liturgical Music/Band	Associate Dean
Development Programming	Assistant to the Vice President for Student Affairs
Student Government	Director of Student Activities

OVERALL AREA RESPONSIBILITY
VP FOR DEVELOPMENT AND ALUMNI RELATIONS

KEY REQUESTOR/DEPARTMENT ORAREA	AUTHORIZING PERSON
Vice President (for keys outside his jurisdiction)	President
Development	TBD by VP
Alumni Relations	TBD by VP
Public Affairs	TBD by VP
Marketing	TBD by VP
Media Relations	TBD by VP
Development Services	TBD by VP