Peru State College
Key Control Policy

(Revised April 2015)
PERU STATE COLLEGE KEY CONTROL POLICY

I. PURPOSE

The purpose of this Key Control Policy is to establish reasonable personal security for members of the Campus Community and to ensure the protection of personal and college property through the control of keys to all areas on campus. The responsibility for implementing this Key Control Policy is with the Peru State College Security Department. All Key Requests filed with the Security Department will be subject to the approval of the Security Supervisor as well as the approving authority.

II. KEY CONTROL PROCEDURES

1. Definition of Key Control Department

The Security Department is responsible for the issuance and control of all keys, and for the control and maintenance of lock cylinders.

2. Personnel Authorized to Issue Keys

Issuance of a key will be authorized by a Dean or Department Head as indicated in Appendix #1. The Dean or Department Head may only issue keys to established areas under their responsibility. Keys necessary to perform job description but in another area of classification must be co-authorized by the person responsible for the affected control area.

3. Rules Regarding Issuance of Keys

Keys will be issued to members of the campus community only. Persons receiving a key must be Faculty or Staff member or student.

   a. Anyone requesting keys shall complete a Key Request form. This form will require the signature and printed name of the area supervisor w/no exceptions. This form will then be submitted to the Security Office.

   b. Key control cards will be on file with the Security Office. When employees terminate employment, they will submit all PSC keys to Security and have their key cards appropriately marked for returned keys.

   c. Students will be required to turn their issued keys into the Security Office during the finals week of each semester.
d. Students will not be issued any master keys or keys to any main doors to campus buildings. Students may be issued specific room keys as deemed necessary by area Deans or Department Heads on the understanding they are responsible for these keys and the re-keying of doors upon non-return of issued keys. The only exception is student researchers who work after hours.

e. Faculty/Staff members will be issued keys consistent with the job responsibility, actual need, and the approval of the Department Head or Dean.

4. Duplication of Keys

The unauthorized duplication of campus keys can affect the security of persons and property therefore violations of this rule are considered serious and will not be taken lightly.

5. Numbering System for Keys

a. An identifying serial number will be stamped on each key.

b. Only one key for a specific door will be issued to any one person. Assignment of multiple circumstances any system of individual key accountability.

6. Lost/Stolen Keys

a. Lost or stolen keys must be reported to the Security Department by the quickest means available. An incident report will be completed and a copy of the report will be forwarded to the Security Supervisor.

b. When a key is lost, the locks will be modified to render the current key inoperable. The lock core/cylinder will be replaced in the existing lock (In dorms – NO EXCEPTIONS) and the -

c. New key will be issued to the owner.

d. Individuals who report keys as stolen are expected to file a formal complaint when the theft is resolved.

7. Replacement of Lost Keys

a. The fee for a replacement key will also depend on the number of doors that require being re-cored.

   b. Single room key $ 40.00

   c. Outside door key (Depending on # of doors that need rekeyed)

   d. Building master (Depending on # of doors that need rekeyed)

   e. Grand master (Depending on # of doors that need rekeyed)
f. A record will be kept of all individuals who have replacement keys. Subsequent losses may subject the individual to disciplinary action.

8. Termination, Retirement, or Separation from Peru State College

The college regulation requires all keys to be returned to the Security Department upon separation, termination, or retirement from the college.

The Faculty/Staff member’s separation will not be complete until the key(s) assigned have been returned and written verification is generated by the Security Department.

9. Key Audits

The Security Department will occasionally conduct Key Audits. A Key Audit will consist of Security staff notifying you of the audit followed by checking all the keys you have with the Key Control records to ensure that you still maintain and possess the keys you have signed for.

10. Repair of Locks, Keys, or Door Hardware

a. All repairs or additions to any campus locking device, key or door hardware will be controlled by the Security Supervisor in cooperation with the Campus Services Director.

b. No campus area may be secured except by a locking device authorized for that area and with an operating code compatible with the campus key system.

c. Any person causing an unauthorized repair to a campus lock or key is in violation of college policy.

11. Storage of Keys

a. The Security Office is the central location for the safe keeping of all keys. The officer on duty will have access to all keys in an emergency.

12. Control of Key Cores or Cylinders

The key core (cylinder) must be replaced on occasions of lost, stolen or damaged keys or locks. The Master Key System will include adequate additional codes for each floor of a building or dorm to maintain system integrity.

13. Key Control Database
The Security Department will maintain the Key Control Database. The Key Control Database should be a centralized, protected, efficient system for recording, storing and accessing key control data. Key Control Data is all data relevant to: key issuance, key replacement/collection, specific locations, specific key holders, authorization of work, key filing, hardware maintenance, etc. The Key Control Database should consist of two distinct components:

a. Hardcopy (Paper/Card) Files

The Key Control sheets will have the last name and first name of the individual being issued keys followed by a designation, each key listed, a signature area, date of issuance, initials of the staff who issued the key, a date returned, and initials of the Security staff who the key was returned.

b. Computerized Database

A computerized database is a system which makes a data storage and retrieval more compact and efficient. Computerized databases allow for rapid generation of reports. It is strongly suggested that a computerized database be implemented to complement the Hardcopy Files. Password(s) should be treated like a grandmaster key.

14. Residence Life Office Responsibility for Residence Hall Key Control

Because of the volume of keys to be distributed to residential students, Residence Life Office personnel will assist in the key distribution process by the following:

a. The Security Department will provide a current list of cores in each dorm room door to the Director of Residence Life.

b. The Director of Residence Life will establish and maintain a rotation system to rotate cores on a yearly basis.

c. The Security Department will keep a set number of replacement cores for rooms in each hall to swap out in the cases of lost or stolen keys.

d. The Director of Residence Life will maintain a separate Key Control Database for keys for all residence halls. To include; room #, corresponding core #, and a list of the names who has been issued specific keys.

15. ID Card Access

a. The Residence Life Office is responsible for the making and issuing of college ID cards. When a new card is made the Residence Life staff will notify Security of the following information; first and last name, NUID#, the 5 digit badge # located on the bottom right hand corner on the back of the ID’s, and needed access levels if any.
b. Access to the Fitness Center and Game Room require a user agreement form which will need to be filled out and submitted to the Security Office to be granted access.

16. **Maintenance and Engineering Room Keys**

All maintenance and engineering room keys will be issued only to authorized personnel of the Maintenance Department. Maintenance rooms will be operated on a common key core with no multi-key locks.

17. **Janitorial Closets**

Janitorial closets are located in various locations throughout campus. They will all be keyed the same across the board. Only approved staff through the Custodial Supervisor and Campus Services Director will be issued keys to these closets.

18. **Key Issuance to Outside Contractors**

Repairs of campus facilities which require a contractor to be issued a key or access card to any campus area must be approved by the Security Supervisor in cooperation with the Campus Services Director.

The temporary contractors will sign out the set of keys/access card necessary to complete their assignment at the beginning of each day and sign them back in at the end of the day. A release must be signed by the contractor to deduct funds from his fee if the key is lost and the area must be rekeyed.

Construction projects that will need long term key issuance will need to be approved through the Vice President who oversees the Security Department.

III. **ATTACHMENTS**

1. List of all individuals, by title and department, able to authorize key control related activities (key issuance, lock and hardware changes, etc.)
2. Key Request Form
ATTACHMENT #1

Individuals who may authorize a key or card for specific areas:

President                                (No restrictions)
College Vice Presidents                  (No restrictions)
Dean or Asst. Dean of a School           (For the areas assigned)
Athletic/Assistant Athletic Director      (All athletics facilities and buildings)
Director of Residence Life               (All student resident halls/ Residence Life Office areas)
Campus Services Director                 (All maintenance, grounds, and custodial areas)
Dean of Student Life                     (Student Center and Residence Life controlled areas)
Director of Dining Services              (Dining areas)
Library Director                         (Library)