
Key Control Policy and Procedures (Revised)

Preface

Access to facilities is obviously essential to the smooth operation of this university, but this access also implies an equally critical concern for the security and integrity of those facilities and their contents. Integral to both concerns are a well-defined and workable key issuance and control policy and the necessary procedures to implement and enforce it.

The need for such a formal, codified key control policy for CSUDH, which encompasses both but compromises neither the access nor security requirements of the campus community, has long been recognized. This need is now critical due to the growth in terms of size and complexity of our operations and to the economic reality of increasing fiscal constraints which may impair our ability to replace or repair assets on a timely basis. Moreover, as a state-supported institution, CSUDH recognizes its commitment to the preservation and protection of its assets and to the maintenance of confidentiality of certain records and documents held in public trust.

The foregoing needs, concerns, and impacts have provided the framework and rationale for the key control policy and procedures which follow.

Policy and Procedures

1. General

It shall be the policy of this university to permit access to its facilities only to eligible employees based on a rationale of need and justification in order to preserve and secure its assets and confidential records. The issuance of keys and their control are thus central to the attainment of these objectives.

2. Types of Keys Issued

- a. Great Grand Master: The issuance of Great Grand Masters (GGM) shall
be tightly controlled to improve and maintain campus-wide security. The
loss or theft of this key, which permits access to the total complex (with

some exceptions), would seriously undermine the security and safety of

this institution. Therefore, any request for a GGM key must contain a

statement of justification signed by the appropriate Dean or Administrator.

The request shall then be reviewed and approved by the Vice President for Operations*.

***Current title is Vice President for Administration and Finance**

- b. Grand Building and Sub-Building Masters: The issuance of these keys shall be based upon demonstrable need and justification due to the wide access provided by them. The loss or theft of these keys, although not as serious as that of the GGM, nevertheless carries great security implications. Thus, requests for these keys must also be accompanied by a statement of justification signed by the appropriate Dean or Administrative Officer and shall be reviewed and approved by the Director of Plant Operations. In general, distribution of these keys shall be limited to appropriate administrative personnel.
- c. Building Entrances: Keys to building entrances may be issued to full and part-time faculty and staff at the request and approval of appropriate Deans and Directors.
- d. Offices/Classrooms/Furniture: Same as "building entrances." (The "furniture" category includes keys to such items as desks, file cabinets, storage equipment, and other miscellaneous items. This type of key must also be requested on the standard key request form.)

3. Issuance of Keys

- a. Deans and Administrative Officers shall systematically review and approve (sign) all requests for keys to areas under their purview prior to submission to Plant Operations. All requests for keys shall be made via "Key Request Form BA 0024 (rev. 7/82)" available through the university warehouse.
- b. Requests for Great Grand Master Keys: Requests for GGM keys shall be reviewed and approved by the Vice President for Operations*. Each request must be made on the standard "Key Request Form BA 0024 (rev. 7/82)" and must also contain a statement of justification signed by the appropriate Dean or Administrator. This authority is not to be delegated. The request and justification are to be forwarded directly to the Vice President for Operations* for review and approval.

- c. In order to provide continuity and systematic control, requests for all keys other than the GGM shall be reviewed and approved by the Director of Plant Operations whose decision shall be based on need and security considerations. In the event of a disagreement, an appeal may be made to the Director of Business Affairs.**
- d. Students, including student assistants, shall not be issued keys. Exceptions shall be made, however, in those instances of demonstrable

*** Current title is Vice President, Administration and Finance**
**** Current title is Associate Vice President, Administration and Finance**

need when approved by the appropriate Dean. The standard "Key Request Form BA 0024 (rev. 7/82)" must contain a statement of justification and must be approved (signed) by the Dean of the School. The request is to be forwarded to the Director of Plant Operations. Upon approval, the student will be issued a key provided that he/she posts a \$10.00 refundable deposit for each key requested at the Cashier's Office (Small College B135). The student must then take the cashier's receipt to Public Safety (Small College A122) for key issuance. Keys will be issued for the current academic year and students must return them to Plant Operations within ten days after the last day of final examinations for the spring quarter*. Keys returned after this deadline will be subject to a \$3.00 late fine.

- e. Keys may also be issued to contractors working on special university projects at the discretion of the Director of Plant Operations. In such instances, a contractor shall post a \$50.00 refundable deposit at the Cashier's Office for each key issued.
- f. The individual to whom keys are issued by Plant Operations shall be responsible for any fines or fees imposed for failure to return keys or for the costs incurred to replace or duplicate lost or stolen keys.

4. Lost/Stolen Keys

Lost or stolen keys must be reported immediately to Public Safety which will require a signed statement from the responsible party. A replacement fee of \$10.00 for each key lost or stolen must be paid by the responsible party at the Cashier's Office prior to issuance of a replacement(s). Requests for replacements must be made on a

Key Request Form to Plant Operations. No charge shall be levied for replacing broken keys when all parts are returned to Plant Operations.

5. Key Distribution

After approval of a key request, the individual to whom the key is to be issued will be notified by Plant Operations and instructed to pick up keys at the Public Safety Office (Small College A122). The individual must sign for receipt of each key issued. (See Section 3d for Student Assistant procedures.) In addition, the exchanging or loaning of keys between employees is prohibited. An individual shall be issued only one key per lock at any given time.

6. Key Return

- a. All keys must be returned to the Plant Operations Department or to the Public Safety Department when no longer needed by the individual or as determined by the appropriate Administrative Officer.

***Currently, semester.**

- b. Termination or Transfer of Employment: In the event of separation of employment from CSUDH, employees are required to return all keys issued to them to Plant Operations or to Public Safety. Terminal paychecks will be withheld until keys have been returned or appropriate fines have been paid at the Cashier's Office. Compliance shall be monitored through the Personnel/Payroll Offices.

- c. Keys Returned through Public Safety: Employees who choose to return keys through Public Safety will not be able to have their key records cleared immediately because all records are maintained at Plant Operations. Public Safety will, however, forward returned keys on a daily basis, along with the following information:

1. Employee name and Social Security Number.
2. Date of key return.
3. Number of keys returned by hook number.
4. Checkout sheet for clearance by Plant Operations (if applicable).

Employees will be given a signed receipt by Public Safety which will include his/her name, date, and keys returned.

N.B. If employees elect to return keys through Public Safety, key return should be the only remaining item on the termination checkout sheet because it will need to be forwarded first to Plant Operations for clearance and then routed directly to the Personnel/Payroll Offices. For immediate clearance of key records, employees will need to return keys directly to Plant Operations.

7. Requests for Re-keying

Requests for re-keying locks shall be approved only in situations of extreme security risk. Requests for re-keying of locks should be submitted for approval to the Director of Plant Operations on the standard "Work Order Request Form BA 0026 rev.7/82". In cases where re-keying is requested for departmental convenience or as a

result of improper key security or negligence, the requesting department will be required to pay for the re-keying costs. Plant Operations will work with the Public Safety Department in defining cases involving improper key security or negligence and in providing assistance to departments in establishing proper key security procedures.

8. Fee/Deposit Schedule

- a. Lost or Stolen Keys: \$10.00 for each key, to a maximum of \$50.00 per occurrence.
- b. Re-keying Costs: \$15.00 for each lock re-keyed.
- c. Deposits:
 1. Student Assistants: \$10.00 for each key issued.
 2. Off-campus Contractors: \$50.00 for each key issued.

9. Key Duplication

Duplication of university keys by individuals other than university locksmiths is prohibited by law.