JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NO.: IV:02:01 **DATE: April 1989**

REVISION DATES: Mar 1990, May 2001, Jan 2003, June 2011, Aug 2013, Oct. 2021

SUBJECT: Key Responsibility for Administrative and Academic Buildings

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

Key control is essential to the security of the University and must be maintained by all employees. This policy establishes the procedures for obtaining keys and lock changes, and the channels and forms for obtaining locksmith services.

POLICY

Budget managers must ensure that funds are budgeted for routine expenditures for keys, lock changes, and lock repairs.

1. No one is authorized to obtain a duplicate key(s) from any source except through the regular university channels. Keys should be requested for employees needing to enter locked areas to fulfill their official duties. Keys **CANNOT** be issued simply to avoid inconvenience and are not normally issued to graduate or undergraduate students.

2. Each building manager is responsible for all keys issued for that building. It is the responsibility of the building manager to properly account for and manage the use of keys.

a. Key losses must be reported immediately to the building manager of the area affected for determination of immediate actions necessary to maintain building security. The person responsible must bear the cost of the key(s) replacement ($10.00 per key) and lock changes ($10.00 per core). If the lost key is a submaster or master, the cost would be determined by the actual number of keys and cores that had to be replaced.

3. The following procedure should be followed when a Key Request/Lock Change Form is initiated:

a. A completed "**Request for Key(s)/Lock Change**" Form (Form #28) must be signed by the building manager and sent to the Director of Capital Planning & Facilities for approval. If the key request is for a building master key, the request must be approved by the Senior Vice President for Finance and Administration and CFO.

b. The request is then sent to the University Locksmith. After the keys are cut, the locksmith records the data on the form and a copy of the Request for Key(s)/Lock Change form is placed in a suspense file by the locksmith.

c. An email is sent to the person for whom the keys were made. They are instructed to pick up and sign for their keys in the main office of the Physical Plant.

d. After the employee has signed for their keys, the Capital Planning & Facilities employee who issued the keys will initial Form 28 in the designated area and return the form to the locksmith for filing. The suspense file is then cleared by the locksmith. A copy of the signed form will be scanned and emailed to applicable building manager.

e. The locksmith is responsible for maintaining all key records. Records of new key additions, lock changes, and deletion of obsolete keys are to be maintained and updated as need dictates.

4. All employees are to always safeguard keys. They should be kept in the possession of the key holder and are not to be loaned to others.

5. Requests for masters and grand masters and/or keys cut outside the grand master series must be approved by the Senior Vice President for Finance & Administration and CFO. A Request for Key(s)/Lock Change requisition form must be used. Master and grand master keys will be issued only to those persons who have responsibility for programs throughout a building.

6. Vehicle Keys: Keys to university vehicles will not be duplicated without following the guidelines established in this policy. Keys will not be left in a vehicle when unattended. Keys for "on campus" vehicles are to remain on campus in a locked cabinet at night, holidays, and weekends.

7. Alarm Keys: Keys to alarm systems will not be duplicated without following the steps outlined in this policy for the duplication of keys.

8. Keys issued to custodial, maintenance, and security personnel will be checked in to their respective departments at the end of each shift.

9. When a key holder leaves the employment of the university, all keys must be returned to the employee's supervisor who then returns the keys to the building manager who will forward them to the Office of the Director of Capital Planning & Facilities. The Request for Key(s)/Lock Change form will be signed by the locksmith to reflect the return of the key(s). The keys will remain in possession of the locksmith until reissued.

RESPONSIBILITY

The Senior Vice President for Finance & Administration and CFO is responsible for this policy.

EVALUATION

This policy will be evaluated at least every five (5) years.