STANDARD OPERATING PROCEDURE			
	SUBJECT: **KEY MANAGEMENT** SOP 2011-03	**DIVISION:** ALL	**DISTRIBUTION:** ALL PERSONNEL
ISSUING AUTHORITY: ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)		**EFFECTIVE:** JUNE 30, 2011 **REVISED:** MARCH 11, 2018	**SUPERSEDES:**

Key Management

CALEA STANDARDS: NA

REFERENCES:

- SOP 2007-51 <u>Vehicle Assignment, Maintenance, Inspection, Damage & Repair</u> (re vehicle keys).

ATTACHMENTS:

- None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: The purpose of this policy is to establish distribution and access protocols for the management of University and DPS keys other than vehicle keys. Access to the Gun and Key Storage Room is electronically controlled by passing the authorized member's key fob by the reader to open the door.

III. POLICY: It is the policy of the DPS to effectively manage the access and distribution process for University and DPS keys.

IV. DEFINITIONS:

A. <u>Utility Keys</u>: Keys that are signed out to non-DPS employees whom are authorized to access various secured areas on campus. Examples include but are not limited to keys for elevators, telecommunications closets, gates, laboratories, or student operated snack bars.

B. <u>Specialty Keys</u>: DPS officer and Students for Community Safety program keys such as locking key rings, hexes, Shuttle program vehicles, doors and some off master keys.

C. <u>Patrol Vehicle Keys</u>:. Refer to SOP 2007-51 <u>Vehicle Assignment, Maintenance Inspection Damage and Repair</u> for the procedures relating to Vehicle Key storage and security.

D. <u>Emergency Communications Center Pass-Thru Window</u>: A small metal slot built into the Emergency Communications Center window that allows items such as keys and documents to securely change hands while preventing physical access into the Emergency Communications Center.

V. PROCEDURES:

A. **Key Security and Management:** DPS uses a computer run key access / entry system that makes use of a member's issued key fob to provide access to the gun/key room where vehicle keys and other specialty keys are stored. If a member is authorized entry their key fob will open the lock when the fob is swiped across the reader pad and they enter the correct information. Records must be kept of all keys taken and returned which is accomplished with the computer program.

1. Utility Keys:

   a. All Utility Keys are stored in the Emergency Communications Center.

   b. Non-DPS employees that are authorized to sign out key(s) are permitted access to use the Emergency Communications Center pass-thru window in order to collect or return key(s).

2. Specialty Keys:

   a. Some Specialty Keys are stored in the Emergency Communications Center (ECC) and other Specialty keys are stored in the Gun/Key storage room.

   b. DPS employees who need to sign out Specialty Keys are permitted access to use the ECC pass-thru window in order to collect or return key(s).

3. Patrol Vehicle and Gun Room Access Keys:

   a. Vehicle Keys are stored on appropriate key hooks in the Gun/Key Storage Room. Access to this room is controlled by key fob access. The key fobs issued to members authorized to have access to the Gun/Key Room will open the Gun/Key Room door to access the keys.

   b. Proper logs are to be maintained of all items taken from this room as is required by either SOP 2008-18 Firearms or SOP2007-51 Vehicle Assignment, Inspection, Maintenance & Repair. 7/19/13

   c. Vehicle key Security is Not Covered by this SOP. Refer to SOP 2007-51 Vehicle Assignment, Maintenance Inspection Damage and Repair for the procedures relating to Vehicle Key storage and security. Revised 7/19/13

4. Key Sign out and Key Return:

   a. All keys issued and returned through the above process must be documented in the appropriate log and returned to their proper storage location.

   b. The Gun/Key storage room log and the ECC log are separate computer based programs.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Reviewed and Revised for format and titles, Key Issue Pg. 3	7/19/13
2	Revised re: Titles	03/11/18
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