

Key Control Policy

I. Purpose

The purpose of this Key Control Policy is to ensure the safety and security of university facilities, physical assets and personnel, standardize a defined system of locks, locking mechanisms and keys for the campus, provide access to campus buildings for authorized university employees, including emergency response personnel in applicable campus departments.

II. Procedures

- A. A standardized locking (master key and lock) system has been installed on access points into campus buildings. Appropriate key access to campus spaces for employees will be provided based on their assigned duties. This locking system shall serve as a precursor to installation of electronic locking mechanisms uniformly across campus as part of an institutional access control program.
- B. Individual employees seeking keys are to submit electronic (email) request to their appropriate Manager/Supervisor/Department Chair/Dean etc. or their designee who will then forward the request to the SRU Facilities, Planning & Environmental Safety (FP&ES) Locksmith's Shop authorizing the key (s) to be issued. As part of the request certain information must be provided, which may be accessed at <https://www.sru.edu/offices/facilities-and-planning/forms-polices-and-procedures>, click on forms and key request.
- C. If a key request involves issuing any level of master key(s), requestor is to include the Assistant Vice President for Facilities, Planning & Environmental Safety as part of the electronic key request. The AVP for Facilities, Planning & Environmental Safety must provide authorization for the FP&ES Locksmith's Shop to issue master key(s).
- D. Upon receipt of an authorized request, the FP&ES Locksmith's Shop will manufacture and issue keys to authorized personnel, and enters the information into the FP&ES key database. The requesting individual is then notified their key(s) are ready and when to pick them up at the main office of the Maintenance Center.
- E. Upon notification of termination, retirement, or resignation of an employee by Human Resources, FP&ES will provide a list of all keys issued to the employee to their appropriate Manager/Supervisor/Department Chair/Dean etc. or their designee who is responsible for retrieving the employee's keys and returning to the FP&ES Locksmith's Shop. Keys are not to be directly given to a new employee upon departure of a former employee.
- F. FP&ES will send out annual campus reminders for departments to perform an internal audit of keys issued to its employees and will assist departments in reconciling any discrepancies.
- G. Employees should report lost keys immediately to their appropriate Manager/Supervisor/Department Chair/Dean etc. or their designee, who is then required to provide written notification to the FP&ES Locksmith's Shop including the key number and details as to the circumstances surrounding the key loss. Replacement keys may be requested by submitting an electronic (email) request, pending an investigation by University Police and FP&ES. Individual departments may be responsible for re-keying costs if deemed necessary.

III. Sanctions

Employees determined to have violated this policy may be subject to disciplinary action.

IV. Scope

This policy applies to all management, faculty, staff, students and affiliates of Slippery Rock University.

Authority for Creation & Revision: Approved by the President's Cabinet: December 19, 2016