



## Eastern Connecticut State University KEY POLICY



### **INTRODUCTION**

In the interest of creating and maintaining the highest level of safety and security, the University has implemented a key control policy.

The attached policy addresses two types of access devices: Mechanical keys (traditional metal keys), and Electronic Access Control units (FOBs).

Most campus buildings have been equipped with electronic readers that will allow students, faculty and staff access through exterior doors, as authorized, outside of normal business hours using their FOB.

During normal business hours administrative and academic buildings remain unlocked.

Exterior doors of residence halls will remain locked and will require the use of a FOB at all times.

Employees will be issued keys as necessary to access their own work areas.

Students will be issued keys as necessary to access their assigned room. Students will not be issued mechanical keys or electronic access FOBs to administrative or academic buildings.

No personal lock-set, hasp and padlock or other devices used to lock any University space (building, office, closet, cabinets, classroom, electrical room or janitorial room) is allowed.

Realizing that "security" is not always convenient, we ask for your cooperation and understanding as we endeavor to make Eastern as safe as possible.

## **ACCESS POLICY**

### **Purpose**

- The Purpose of the system is to provide optimal physical security for the protection of students, faculty, staff and University property and assets.

### **Procedure - Issue and Control**

#### **FOB**

- The Card Services Office will issue all electronic access FOBs.
- The Card Services Office will require a photo ID from each person requesting a FOB.
- The Card Services Office will verify student or employee status prior to issuing a FOB.
- All FOB holders are advised that a computer history of FOB use will be created.

#### **Mechanical Key**

- The Locksmith Shop is responsible for the issuance of all mechanical keys and for the maintenance, control and record keeping of the lock and key system.
- Issuance of mechanical keys is restricted to full-time University employees, adjunct faculty, and resident students. The Director of Public Safety in consultation with the appropriate Vice President or designee must approve exceptions to this policy.
- Live-in family members of Hall Directors/Area Coordinators will have the necessary access to the building and their living quarters as the Office of Residential Life determines.
- There will be no unauthorized duplication of University keys. Eastern Connecticut State University Locksmiths are the only persons authorized to duplicate University Keys.
- Issued keys are the sole responsibility of the person to whom they are issued and will not be loaned out or left unsecured.

## **AUTHORIZATION**

#### **FOB**

- The issuance of electronic access FOBs to faculty or University Assistants requires the authorization of the appropriate Department Head / Supervisor or Dean.
- The issuance of electronic access FOBs to administrative faculty, staff or management personnel requires the authorization of the appropriate Supervisor and Vice President or his/her designee.

- Any request for electronic access to housing buildings requires the authorization of the Director of Residential Life in addition to the above appropriate signature(s) depending on employee category.
- All request forms must be submitted to Campus Police for final approval before issuance of a FOB is granted.

### **Responsibility of Electronic Access FOB Holders**

- Responsibility for issued FOB rests solely with the person to whom the FOB is issued.
- FOB will not be loaned to others.
- Any personnel entering a building after business hours will notify Campus Police. Persons using FOB's to gain access are responsible for the security of the area to which the FOB provides access, and will take care to ensure that building doors are locked. They will be responsible for property in that area. They will not allow any unauthorized persons into the building. Upon leaving building University police should be notified.
- In no case will doors be propped open to circumvent the need for FOB.

### **Mechanical Keys**

- Keys are obtained by submitting a properly completed and appropriately authorized key request form to the Director of Public Safety. The following guidelines will be followed:
- Great grand master keys will not be issued. Grand master keys will be restricted to emergency personnel and others as approved by the President or his designee. Submaster keys require the authorization of the appropriate Vice President and require the approval of the Director of Public Safety.
- Keys will not be loaned out, duplicated, transferred or left unsecured. Each University key has a unique identifying number. No additional identifying information will be attached to University keys, nor will University keys be attached to personal keys bearing identification.
- Except as otherwise provided (Master Keys) University keys are to be secured at the work site at the end of the employee's workday. The only key(s) to be taken off campus are those necessary to re-enter the employee's workspace.
- Duplicate keys will not be issued. Only one key type or numbered key will be issued to an individual. No single function key will be issued to an individual who has been assigned a master key that will provide access to the same area, except as otherwise permitted by this policy.
- Master keys will be kept in the possession of the responsible person at all times. Under no circumstances will University Master Keys be left unsecured.

## **Personal Locks**

- Personal Locks are not allowed.
- If any Faculty, Staff Administrator or Student has a need for a lock-set, padlock or a device to secure a University space because of sensitive, legal, personnel or other records or equipment, a Key/Lock request must be made to Facilities with a full explanation for an exception to this policy.
- Upon approval from the Director of Facilities and the Chief of Police, the University will provide the appropriate lock, key device.
- In the event it is necessary to gain entrance to the locked space for safety or maintenance reasons, the individual needing admittance will be required to sign out the appropriate key and log the date, time and reason for access.

## **LOST/STOLEN OR FOUND FOBS AND KEYS**

### **FOB**

Lost/Stolen, found or missing (misplaced, lost, stolen, etc.) electronic access FOBs will be immediately reported to one of the following offices:

1. Card Services Office during normal business hours.
2. University Police Department after normal business hours.

### **Misplaced/Stolen/Lost Electronic Access FOB Replacement**

During Business Hours:

For lost or missing FOB's, replacements will cost \$15 each and will be issued at the Card Services Office. Should a courtesy card also be lost, an additional \$15 charge will be incurred.

After Business Hours:

In the event that an FOB is reported lost, stolen or missing after business hours or on weekends, the FOB-holder will report to University Police Department and receive a courtesy card. The cardholder must return the courtesy card the next business day to Card Services Office in order to receive a replacement FOB.

## **Mechanical Keys**

### **Reporting Lost/Stolen, Broken Keys**

- Lost or stolen Residence Hall keys will be immediately reported to the Housing & Residential Life staff. All other lost or stolen keys will be reported to University Police Department.
- To replace a broken key, the broken or damaged key must be presented to University Police Department. If portions of a key are missing, it will be treated as lost or stolen.

- Each time a key is reported lost or stolen, the Director of Public Safety, in consultation with the Vice President of Finance & Administration and the appropriate Vice President for the area affected, will determine if re-keying of an area or building is needed to maintain property security.
- Mechanical keys that are found will be returned to the University Police Department and then returned to Locksmith Shop.
- The loss of a University master key will severely compromise security. Master keys, with very few exceptions, will not be issued. If an individual who is authorized to carry any master key loses such key, the individual will be personally responsible for any re-keying cost. The Vice President for Finance & Administration may waive this financial responsibility in extenuating circumstances.

## **Contractors, Camps, Conferences and Special Events**

### **FOB**

- The Card Services Office, in conjunction with other appropriate departments, will issue electronic access FOBs to contractors, camps, conferences and special events.
- All electronic access FOBs will be returned to the issuing department at the conclusion of the contract, camp, conference or special event. The department will return FOB to Card Services Office who will delete the accounts.

### **Mechanical Keys**

- Camps, conferences and special events may be issued keys as authorized by the Director of Public Safety.
- When an outside contractor is awarded a contract, the company will provide a list to the University Police of limited representatives who are authorized to pick up keys. The sponsoring department will notify Card Services Office to issue these representatives contractor identification cards.
- Keys will be issued to only one contractor representative. The key(s) may be picked up at the University Police Department by presenting the contractor identification card. The University Police Department will retain appropriate log of said issuance.
- Contractor keys will be picked up and turned in each day. Under no circumstances will contractors retain keys beyond the normal working day.
- Contractors accept full responsibility for the security of the issued key, and the security of the area accessible with the issued key. Cost of re-keying due to a lost or stolen key will be the responsibility of the contractor.
- Maintenance personnel including the Locksmith Shop, will not open rooms or building for contractors, vendors or other agencies.

## **Return of FOBs and Mechanical Keys**

### **FOB**

- Upon resignation, retirement or termination, employees will return FOB's to their immediate supervisor who will turn FOB over to the Card Services Office. Card Services Office will delete account from access computer.
- Upon student separation from campus housing, the fob will be turned over to the Hall Director/Area Coordinator who will notify Card Services to delete student accounts from access computer. All FOB's will be turned in to Card Services.

## **Mechanical Keys**

- Upon notice of resignation, termination, or retirement of an employee, his/her supervisor will request from the Locksmith Shop, a list of all issued keys to said employee. The supervisor will review the list with the employee and obtain any keys no longer necessary for use at that time. A final meeting date will then be established with the employee for the return of any/all remaining keys. The keys will then be returned to the Locksmith Shop. The Locksmith Shop will notify Human Resources of the results of the returned keys.
- Human Resources, upon notice of an employee's termination, resignation, or retirement, will confirm with the Locksmith Shop that a request for a list of his/her keys has been made by the employee's supervisor. If the request has not been made, Human Resources will authorize a list to be forwarded to the supervisor.
- Students will return mechanical keys to their Hall Director / Area Coordinator.
- The Human Resources and Payroll Departments will require confirmation that all issued keys have been turned in prior to approving separation actions and issuing final paychecks.
- All issued keys remain the property of Eastern Connecticut State University, and will be returned if:
  1. Employee transfers to another department or building.
  2. Employee is terminated, suspended, retires or resigns.
  3. Appropriate supervisor requests keys.
  4. Employee is granted a leave of absence without pay.