

# Cedarville University

## Key & Access Control Policy/Procedures

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### 1. **Purpose**

To establish access control guidelines and procedures which provide for the administration and acquisition of university keys, card access systems and the over-all security of campus buildings and facilities.

### 2. **General Provisions**

- 2.1 All keys will be issued and returned to the Cedarville University Physical Plant Department and will remain the property of the university.
- 2.2 This policy applies to all faculty, staff and students. It is the responsibility of each key holder to ensure that such procedures are followed and to help maintain the security of university facilities to which they have access.
- 2.3 All non-university personnel, to include vendors and/or contractors will be covered by this policy.
- 2.4 Campus Safety, Custodial and Maintenance personnel and the Key Technician will have access to all campus areas, to perform their designated duties with few exceptions.
- 2.5 The Key Technician and designated personnel, will be the only individuals permitted access to the "Best Lock System" core keys.
- 2.6 It is a violation of this policy to attempt or to have any university "Best Keys" duplicated by anyone other than the university lock shop personnel. Campus Safety and the Lock Shop personnel will have the authority to confiscate any duplicate keys. Person(s) in violation of this policy are subject to loss of key privileges and may be referred to the appropriate department for disciplinary action.

### 3. **Requesting and Issuing of Keys**

- 3.1 All requests for keys (i.e. new, replacement, temporary or room transfers) must be submitted on a Cedarville University key request form.
- 3.2 The form may be submitted via Campus e-mail under "Keys", or in person at the Key Office in the Service Center (hours 8 am - 10 am, 3 pm - 5 pm, Monday - Friday). All e-mail requests must be from authorized personnel only.
- 3.3 All forms must be filled out completely. Requests for resident hall room keys must be signed by the Dean of Students or Associate Dean of Students. All other requests must be signed by the Department Administrator, or the key point of contact (KPOC), for the requesting department. The names of all authorized personnel within each department will be provided to the Key Technician and will be maintained on file within the key office.
- 3.4 Departments may only request keys for those rooms and areas for which they are assigned. Request for keys outside of the assigned department must be submitted on a "Departmental Key Request Form". Forms must be filled out completely and signed by both parties involved.
- 3.5 All incomplete, illegible, incorrect or unsigned forms will be returned to the requesting department.

- 3.6 When multiple keys are requested by a department, (i.e. student key rings, trainers, lab assistants, practice rooms, etc.), the keys issued will be the responsibility of the Department KPOC. The department will assume responsibility for any cost incurred due to lost, stolen, or non-returned keys. When returning multiple keys to the key office they should be returned at one time.
- 3.7 When keys are ready for pick-up, an e-mail will be sent to the individual requesting the keys. The keys can subsequently be secured at the Service Center.
- 3.8 Keys must be picked up and signed for by the individual requesting them and proper ID is required at the time of pick-up. If requested keys are not secured within one week of notification, they will be returned to the key office and a new request must be submitted.
- 3.9 Records of all keys issued will be maintained by the Campus Key Office.

#### **4. Returning Keys**

- 4.1 All keys that are not longer needed should be returned to the key office or to the department KPOC. Under no circumstances should keys be transferred to any other individual or department.
- 4.2 Students who are leaving at the end of a semester need to return all university keys to the key office.
- 4.3 Keys returned through campus mail remain the responsibility of the individual that the key is assigned to and any cost incurred due to lost or non-returned keys will be the individuals.
- 4.4 Any individual who fails to return all keys assigned to them will be charged the determined rate in addition to any other cost that may result from necessary lock changes.

#### **5. Lost/Stolen Keys**

- 5.1 When a key is lost or stolen, it is the responsibility of the individual to whom the key is assigned to immediately report the loss to the Key Office and Campus Safety. Failure to do so may result in the loss of key privileges.
- 5.2 A charge (refer to section 8) will be assessed to any person who has signed for an individual room or office key that has been lost or stolen. The individual may also be charged for any cost incurred due to changing locks or cores.
- 5.3 A charge (refer to section 8) will be assessed to any individual or department who has signed for a sub-master key that has been lost or stolen. The individual or department may also be charged for any cost incurred due to changing locks or cores.
- 5.4 A charge (refer to section 8) will be assessed to any individual or department who has signed for a grand master or Master Key that has been lost or stolen. The individual or department may also be charged for any cost incurred due to changing locks or cores.
- 5.5 Request for replacement of lost or stolen keys must be submitted in accordance with Section 3.1 of this policy and procedures.

**6. General Key Rules**

- 6.1 Grand Master keys will only be issued with the approval of the Campus Safety Director, unless for use by designated Maintenance or Custodial Services personnel.
- 6.2 No students will be issued Building Master keys except in extenuating circumstances and then only after the approval from Campus Safety and the Key Office.
- 6.3 No keys will be issued without proper authorization.
- 6.4 All keys issued need to be taken very seriously. The security of the campus, students, faculty/staff and special guests depends upon our collective responsibility.

**7. Card Access Control**

- 7.1 Card access control systems for certain resident halls, academic/business buildings and individual rooms on campus have been installed to provide greater security and accountability.
- 7.2 The programming of these systems is the responsibility of the Key Office, unless otherwise assigned to a KPOC within a particular department.
- 7.3 Students will not be assigned the task of programming individual access control units.
- 7.4 Access control systems operate by using the student or faculty/staff ID card that is produced and issued through the Campus Safety Department.
- 7.5 Any card that fails to work may be reported directly to the Key Office or by contacting Campus Safety. In order to facilitate any encoding changes to the card or programming changes; the user name, ID number and building or room that the card is used for must be provided.

**8. Fees for Key and Lock Fines: (Key fines are non-refundable!**

Service Rendered	Specific Fees Assessed
Lost, late, non-returned residence hall key	\$50.00
Stolen residence hall key	\$50.00
Lost, late, non-returned administrative key	\$50.00
Stolen administrative key	\$50.00
Additional charges may be added for lock replacement.	Approx. \$30.00 per lock core.