



## Kutztown University Policy A&F-007

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### **Key and Lock Policy**

#### **A. Purpose**

To provide additional security for University faculty, staff, students and property through the establishment of a comprehensive policy and procedure regarding the issuance, use of, and responsibility for University keys, cards, and locking systems.

#### **B. Scope**

This policy and procedure applies to all keys, access cards or devices, and access codes issued by the University for any lock, locking device, card access "key," card reader device, and any other locking system of any type in use on the property of Kutztown University. This policy applies to all persons issued the above listed keys, cards, or codes (faculty, staff, students, volunteers, employees of outside organizations housed on University property, vendors, persons living in on-campus and/or off-campus housing, and others authorized by this policy). Throughout this policy and its procedures, the term "key" shall include any access device, including but not limited to, keys, access cards or devices, and access codes.

#### **C. Definition(s)**

Key Holder: The person who has been authorized to access an area of the University through use of a key.

Grand Master Key: A single key which allows access to numerous buildings and/or rooms inside those buildings. Except in the case of personnel assigned emergency response, these keys will generally not be issued to individual persons.

Building Sub-master Key: A single key which allows access to one or more buildings. If a person does not require access to all areas that a sub-master controls, it will be necessary to issue multiple keys in lieu of the higher level sub-master.

Room Sub-master Key: A single key which allows access to one or more rooms in any single building. If a person does not require access to all areas that a sub-master controls, it will be necessary to issue multiple keys in lieu of the higher level sub-master.

Individual Keys: Keys which open only a single room or building. Generally, full-time faculty and staff demonstrating need will be issued access to building perimeter doors, assigned offices, and classroom space of a dedicated nature.

Authorizing Authority: The individual authorized to approve key requests for a particular academic or administrative department or for students or "others" authorized access to University spaces as per this policy.

#### D. Policy & Procedure(s)

1. General Policy: Physical security and safety for University students and personnel is provided by the Office of Physical Facilities through the purchase and installation of high quality door hardware and locks. In conjunction with the University police (Public Safety) and the University Safety Specialist, an overall safe and secure environment is provided the campus community. To assist in maintaining this environment, positive control of access to the campus facilities must be accomplished. Therefore, all keys for Kutztown University will be positively controlled by the Office of Physical Facilities. Keys shall be authorized only to persons with a substantial need to lock/unlock specific facilities or rooms. The security of all areas of the campus is dependent upon the security of keys issued to individuals. Keys remain the property of the University and their loss shall be reported immediately to the Department of Public Safety, the appropriate Dean or Director, and the Facilities Office, Work Control Center (WCC x5190). University assigned keys shall not be duplicated by anyone except University locksmiths with appropriate authorization. Keys are not transferable. Upon termination, graduation, transfer, or when specific keys are no longer required, all keys will be returned to the Facilities Office by the **Authorizing Authority**. The Facilities Office will update computer records and issue periodic reports to track key issues, lost keys, returns, and canceled locks.
2. Enforcement: The single most frequent cause of loss of building security is inadequate control of keys. Uncontrolled circulation or use of University keys so endangers the security of persons and property that violation of the policies hereunder may lead to disciplinary action. Disciplinary action shall be taken as prescribed within the confines of all negotiated contracts and all appropriate state and federal laws. The President's Cabinet shall have sole responsibility and final authority for determining any and all disciplinary actions and the enforcement thereof. **Disciplinary actions will be progressive and in accordance with University established policies and guidelines and applicable master agreements.**
3. Authority: The President and his Cabinet hold all authority to control keys. This authority is delegated through two agents: Authorizing Authorities and the Office of Physical Facilities.

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- a. Authorizing Authorities act as Vice Presidential agents in deciding what keys are needed by whom, and authorizing their issue. Authorizing agents cannot authorize keys outside their authority to do so, such as Campus Grand Masters.
  - b. The Office of Physical Facilities acts as a Vice Presidential agent by issuing keys only upon proper verified authorization and by maintaining records of all issues. In most situations, only one (1) key per room, building, or area will be issued to any individual as the issue of multiple keys to individuals or departments for reassignment to others circumvents individual key accountability. However, in specific situations where an individual has responsibility for a service area or specialized unit which requires multiple access and/or must be accessible during more than one shift, up to two (2) additional keys will be provided upon approval by the appropriate vice president. This individual assumes responsibility for these keys and their distribution.
4. Key Hierarchy: The University's master locking system establishes a hierarchy of access levels to maintain positive security and responsibility. The hierarchy of key assignments will not be broken merely for convenience, as security and protection of University personnel, students, property, and records are of primary consideration. Specific need must be shown and approved to allow movement up the hierarchy. The hierarchy is as follows:

**Grand Masters**-Designated for the President, Public Safety, The University Safety Specialist, and the Office of Physical Facilities. Approval for Grand Master keys beyond these designated offices must be approved by the University President.

**Building Sub-Master**-Designated for Deans, Directors, and Department Heads with the demonstrated need to access more than one building where their personnel reside. Approval for Building Sub-Master keys beyond these designated individuals must be approved by the requester's Vice President.

**Room Sub-Master**-Designated for Deans, Directors, Department Heads, and Chairs with the demonstrated need to access more than one room in any particular building. Approval for Room Sub-Master keys beyond these designated individuals must be approved by the requester's Dean or Director.

**Individual Building or Room Keys**-Designated for the individual who requires access to a particular building, office, or classroom when authorized by the Department's authorizing official. All keys must be individually assigned. No "mass" key assignments will be authorized.

**Maintenance Areas**-Only maintenance personnel will be issued keys providing access to areas constructed for the sole purpose of facility maintenance and repair

or custodial cleaning services. Keys for such areas will not be provided to allow access through a maintenance designated area simply for convenience.

**Key blocks**-Maintenance personnel will access areas within buildings for which they do not have a permanent key through *key blocks* or *key keepers*. Key blocks

eliminate the need for numerous master keys for maintenance personnel while still allowing them access to secured areas. Block keys must be returned to reclaim individual keys on a daily (shift) basis, and are not to leave the University campus. **Sufficient key blocks or key keepers will be installed in each building to accommodate the normal activity level.**

**Off-Master Lock Areas**-Off-master locks severely restrict access to high security areas such as telephone and campus computer rooms. Access to these areas is normally limited to select individuals in the subject Department and Public Safety, University Safety, and Physical Facilities. Requests for off-master locks must include complete justification and indicate the means for providing access to the area by Public Safety, University Safety, Maintenance, Custodial, and off-campus fire and safety personnel. The request must include a recommendation for approval by the appropriate Vice President or Cabinet level equivalent.

5. Responsibility:

- a. President and Vice Presidents: Review and approve all key related policies and procedures to assure they serve the dual purpose of maintaining positive security while not unnecessarily impeding campus operations.
- b. Authorizing Authority: Request keys only for authorized buildings and rooms and only for persons with a significant demonstrated need to access these areas. Maintain records, as needed to meet internal departmental needs, of all departmental keys currently issued. Cooperate with Physical Plant personnel to audit and control key assignments. Enforce University key policy among keyholders. Especially, prohibit the exchanging or loaning of keys and require the return of all keys as part of the University exit (clearance) process.

The President, Vice Presidents, and Deans and Directors are automatically Authorizing Authorities for the facilities over which they maintain operational oversight. Deans and Directors will identify to the Office of Physical Facilities, upon request, their Authorizing Authorities at the Chair and Department Head level. Keys for buildings or rooms over which the requesting Authorizing Authority does not have operational oversight must be approved by the appropriate dean, director, or Vice President.

- c. Office of Physical Facilities: Through the Locksmith shop, maintain records of all Authorizing Authorities and areas for which key requests can be made. Issue keys after verifying authorization and checking adherence to University Policy.

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Maintain records of all locks, keycodes, keyholders, keys issued, and keys deleted. Provide various reports to Authorizing Authorities and Vice Presidents as requested. Conduct an audit of each Authorizing Authority's keys and records on a periodic basis to assure and confirm positive security measures are being followed.

- d. Office of Public Safety: Responsible for maintaining the operational security of the installed key and lock systems. Identify problems to Facilities for resolution. Investigate instances of key loss, break-ins, abuse, etc. Recommend changes or improvements to key and lock systems to maintain the physical security of the buildings. Coordinate and cooperate with the Office of Physical Facilities on all key and lock issues.
  - e. Individual Key Holders: Pick up keys in person at the Work control Center (Maintenance building, see Work Order Specialist or Receptionist). Do not exchange keys or loan keys to another person. Do not accept, possess, or use a University key unless it has been properly and officially issued in accordance with this policy. Do not duplicate University keys. Protect issued keys from loss, theft, or unauthorized use. Report lost keys immediately to your department head, Public Safety, and the Office of Physical Facilities. Return any keys no longer needed. Return all keys upon termination, transfer, retirement, or graduation. Return keys to Office of Physical Facilities.
  - f. University Personnel Office: As part of exit (clearance) processing, send all terminating employees through key clearance check.
6. Key Issuance:  
 All keys must be requested using the appropriate form available in the Office of Physical Facilities, Maintenance building. Forms should also be available through the department Key Authorizing Authority. No keys will be issued without all required information and signatures. Once a key request form is turned in and verified, a work order will be placed by the Work control Center (WCC). Completed Key requests should be turned in a minimum of 5 working days in advance of the need date. When the key(s) are ready, the requester will be called and must pick up and sign for the key(s) in person. Keys to all areas will be issued with the understanding that the lowest level of access necessary to complete the required duties will be the overriding factor.

**F. Effective Date**

To be determined

**G. Approved By**

President's Cabinet

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Administrative Council

**Signatures**

President

Chair of Administrative Council

**H. Last Review**

October, 2007

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013

**I. Attachments**

The following attachments form a part of this policy:

1. Authorizing Authority Form

2. Key Request Form

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Attachment 1

KUTZTOWN UNIVERSITY  
OFFICE OF PHYSICAL PLANT  
**KEY AND LOCK AUTHORIZING OFFICIALS**

This form is used by the Office of Physical Facilities to verify key and lock requests in accordance with University Policy # \_\_\_\_\_, Key and Lock Policy. Any changes in Authorizing Officials should be forwarded to the office of Physical Facilities.

Department: \_\_\_\_\_

**Authorizing Authority:**  
*(The Individual Being Delegated  
Authority to Approve Key Requests)*

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Type or Print Title)

\_\_\_\_\_  
(Signature and Date)

**Buildings and Rooms Authorized:**  
*Example: Beekey Building, Rooms 121-126; R&L, Exterior Building only; etc*

**Approving Authority:**  
*(The Individual Delegating the Authority to  
Approve Key Requests)*

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Type or Print Title)

\_\_\_\_\_  
(Signature and Date)

NOTE: Level of approval authority is as follows:  
Grand Masters: The University President  
Building Sub-masters (for a set of buildings): Vice President  
Room-Sub masters (for a set of rooms within a building): Deans and Directors  
Individual Building and Room Keys: Department Head or Chairs



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Attachment 2

Permanent  Temporary  Student  
 Until: \_\_\_\_\_

KUTZTOWN UNIVERSITY  
 OFFICE OF PHYSICAL FACILITIES  
**KEY AUTHORIZATION REQUEST FORM**

(Fill out the required information and forward to: *Office of Physical Facilities, Key Control Specialist*. Facilities personnel will input the required work order form the information on this form.)

Key Holder Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please fill in one of the four following IDs.**

KU Employee ID No: \_\_\_\_\_ or KU Student ID No: \_\_\_\_\_ or

Contractor Name ID: \_\_\_\_\_ or Non KU Driver's License ID No: \_\_\_\_\_

Building Name(s): \_\_\_\_\_

Room Numbers(s): \_\_\_\_\_

\_\_\_\_\_  
 Signature & Date of Authorizing Official Title

Upon notification of the completed key request, the individual being assigned the key(s) must personally come to the Maintenance Building to pick up the keys(s). Signature for the key(s) will be required and the following statement must be agreed to:

- I accept custody of this key and agree to abide by the terms and conditions itemized below:
  - I will immediately report lost or stolen keys to the Facilities Office, the Office of Public Safety, and the Authorizing Authority.
  - I am aware that duplication/alteration of any University issued key is strictly forbidden under the Key and Lock Policy.
  - I will safeguard this key at all times and not loan this key to unauthorized individuals.
  - I will only use this key for access to areas where I have official responsibilities.
  - When a key is no longer needed, I will return it to the Facilities Office for reissue or destruction.

<b>(To Be Filled Out by Physical Facilities Personnel)</b>	
Request Received Date _____	Work Order Number _____
	Additional Signature if necessary _____
Date Forwarded to Lock Shop _____	Facilities Authorization Signature (Required for all Masters and Sub-masters) _____