



Policy PA:004 – Key Control

Purpose: To promote safety and security for campus personnel while assuring appropriate access to university property.	
Original Approval: November 2011	Division: Academic Affairs
Last Approved/Effective: November 2011	Policy Owner: Provost and Vice-President for Academic Affairs
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Next Required Review: November 2021	

The purpose of the University of Montevallo key policy is to promote safety and security for campus personnel while assuring appropriate access to University property. This policy describes the control, use, and possession of keys to campus facilities, including, (A) general provision; (B) design of keying systems; (C) fabrication; (D) responsibility for issuance; (E) responsibilities regarding lost keys; (F) key authorization and eligibility; (G) provision for contractor access; and (H) key and building security.

PRINCIPLES

General Provisions

The unauthorized fabrication, duplication, possession, or use of keys to facilities without authorization can be considered a criminal act. University keys are the property of the University of Montevallo and may be recovered at any time.

Design

The design of the keying system is the responsibility of the University Department of Public Safety. The design will ensure security and reasonable convenience to personnel occupying campus facilities.

Fabrication

The University Locksmith fabricates all keys and performs all lock changes for campus facilities with the exception for work performed by on-site contractors under the direction of Physical Plant administration. Records of all campus facilities keys, including the names of individuals to whom keys are issued, the dates of issue/return/loss will be maintained by the University Department of Public Safety. University keys will not be duplicated except by the University Locksmith.

Responsibility-Issuance

All persons issued University keys shall, at all times, be held responsible and accountable for issued keys. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria below. Employees who demonstrate a lack of responsibility for key control and protection of University buildings and assets may be subject to disciplinary action, up to and including termination.

Lost Keys

Individuals possessing keys to campus facilities are responsible for such keys. The University reserves the authority to charge individuals/departments for the cost of key replacement and/or re-keying of locks caused by loss of keys. The current rate schedule can be found in the Key Issuance Procedures, maintained on the website of the

Department of Public Safety. All lost keys must be reported immediately to the University Police and appropriate department administrator. Excessive lost keys by an individual may result in disciplinary action, up to and including termination.

Key Authorization and Eligibility

The President, Vice President, Deans and/or Department Heads are authorized to grant approval for employees requesting keys. If access is needed in multiple departments, signatures will be required from each authorizing department. All key(s) will require a wet signature from the authorizing party and the key holder prior to issuance. The Physical Plant Director and/or Chief of Police have issuance authorization for all key(s).

Contractor Access

Keys needed by contractors or other non-university users must be authorized by the Physical Plant Director or the Chief of Police. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the person(s) to whom the keys were issued, and the contractor's final payment may be withheld until the keys are cleared.

Key and Building Security

The individual to whom keys are issued is personally responsible for the keys until they are returned to the University Police Department. Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual. Key holders shall not "prop" doors or leave them unlocked during hours when the facility is normally closed or the University has been officially closed. With appropriate authorization from the President, Vice President, Dean or Department Head, students can be issued keys and are held to the same standards as university employees. Students will be required to complete a "Key Renewal Request" each semester. Student records and registration may be held pending clearance of keys. Employees may be issued keys for the duration of employment. The employee's final paycheck may be held pending return or clearance of outstanding keys or adjusted for the cost of key replacement or lock changes.