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|-------------------------------------------|-----------------------------|----------------------------------------------|-------------------------------------------|
| <b>SUBJECT:</b> University Locking System |                             |                                              |                                           |
| <b>Effective Date:</b><br>10-17-11        | <b>Replaces:</b><br>9-27-11 | <b>Prepared by:</b><br>Jay L. Stuart + Staff | <b>Approved by:</b><br>Charles W. Gregory |

## **POLICY:**

Benedictine University shall maintain a locking system for the protection of its facilities and property and to safeguard classified information in accordance with security regulations. This policy has been developed to (1) limit potential loss of property, (2) limit potential liability concerns, (3) strengthen the security of our campus facilities, (4) provide for the appropriate level of access for University staff and faculty; as well as fire department and emergency personnel, and (5) allow the University to initiate a more organized key system. Students are not allowed keys under this building/office policy. Students obtaining keys for residence halls or apartments would refer to the Residence Life Housing section, under Procedures, found at: <http://www1.ben.edu/resources/reslife/about/policies.asp#Locks-and-Keys.rl>.

## **GENERAL:**

### **I. SCOPE**

- A. These instructions shall apply to all University operations.

### **II. LOCKING SYSTEM DEFINED**

- A. The University locking system shall include all locking devices, including combination locking devices, used by the University for the protection of facilities, property, and classified information.

### **III. LOCKING SYSTEM COMPONENTS**

- A. Exterior Gate and Door Key System - This system shall control all exterior perimeter doors and gates on University property.
- B. Interior Area Lock and Keyway System - This system shall control all interior locks within all physical areas or facilities on University property.
- C. Other Locking Devices - These devices include all other locking devices such as electric or electronic locks, and padlocks furnished by the University or used with the specific approval of the Director of Campus Services.

#### **IV. ADMINISTRATION OF LOCKING SYSTEM**

- A. Campus Services shall administer the operation of the University locking system.

#### **V. CONTROL OF LOCKING DEVICES**

- A. Campus Services shall control all locking devices and be responsible for the coordination of issuance, installation, repair, and recapture of all locking devices.
- B. The original key for any new furniture (desks, filing cabinets, display cases, etc.) purchased for department use should be given to the University Locksmith.

#### **VI. POSSESSION OF LOCKING DEVICES**

- A. Employees may be issued locking devices, subject to the approval limitations set forth in the SUMMARY OF APPROVALS.

#### **VII. CONTROL OF KEYS**

- A. Possession of University Keys
  - 1. Issuance of one (1) University key to staff, and faculty is subject to approval limitations set forth in the SUMMARY OF APPROVALS to this instruction, and requires execution of accountability receipts by all to whom such keys are issued. Requests for additional/temporary same lock keys require written justification and approval by the department head/chair.
  - 2. It is prohibited to loan your key to another staff member.
  - 3. Master keys, if issued:

A master or sub-master key should only be provided to persons who have an approved "need/use" for access to a variety of rooms or areas. Master keys will require a signature from the Executive Vice President and/or the Provost on the Key Request Form. If a person needs minimal access to two or three rooms or areas, separate keys can be provided to minimize the distribution of master or sub-master keys which have access to a wide variety of rooms and/or areas.

- 4.
    - a. Ancillary keys such as desk keys, file cabinet keys, etc. are the responsibility of the department to order for the occupant. The University Locksmith will provide service, if needed, for an

additional charge to the requesting department to cover the costs of labor and materials.

- b. Department head/chair are advised to maintain duplicate keys to desks, file cabinets, shop benches, supply cabinets, and similar common office or shop equipment within their area of responsibility.

B. Duplication of University Keys

- 1. The copying of or reproduction of University keys by any individual other than the University locksmith is **prohibited**.

C. Lost and/or Found Keys

- 1. The loss, suspected loss or found keys of any area door key or master key is to be reported to Campus Services and University Police immediately.
- 2. The loss and/or finding of other keys, such as keys to desks, file cabinets, shop benches, supply cabinets and similar common office or shop equipment should be reported to the department head/chair, who is to advise Campus Services of such loss.
- 3. Issuance of replacements for lost keys is subject to approval limitations set forth in the SUMMARY OF APPROVALS to this instruction.

D. Disposition of Keys upon Employee or Faculty Transfer or Termination

- 1. Area door and master keys, including coded cards for electric or electronic locks assigned to an employee or faculty member shall be returned to **Campus Services** when said person transfers from an area, department, or facility, or voluntarily terminates relationship with the University. The individual will sign and receive a copy of a “receipt” for return of the key(s).
- 2. Upon involuntary separation from Benedictine University, the key(s) issued to the employee will be returned to Personnel Resources.
- 3. Other keys, such as keys to cubicles, desks, file cabinets, shop benches, supply cabinets, and similar common office or shop equipment within an employee's or faculty member's area are to be surrendered to the department head/chair, who shall properly record and retain them for future issuance, as required.

E. Key Accountability

1. All charges for lost keys and replacement or exchange of cores shall be charged back to the individual department requiring such service.
  - a. Charge for replacement of sub-master or master keys will be based upon the total number of cores and keys needing replacement.
  - b. As keys are returned to Campus Services, a “Receipt of Return of Key” will be signed by both the employee returning the key(s) and the Campus Services staff member accepting the key(s).

## VIII. USE OF LOCKING DEVICES

- A. University owned locking devices must be used for the protection of University property unless the use of individually owned locking devices has been specifically authorized in advance by the Director of Campus Services.
- B. University owned locking devices shall not be used by employees for the exclusive protection of personal property or for personal use.
- C. A special locking system may be provided by the specific department for employees who are assigned university locker facilities (i.e. locker room facilities, laboratory lockers, etc).

## IX. LOCKSMITH SERVICE

- A. Requests or repair of locks are to be submitted via work order to Campus Services by department head/chair. **Please note that the Key Request Form is in duplicate form. The original will remain with Campus Services/University Locksmith while the second copy will be maintained by the requestor. Forms are available in the Campus Services office located in the Parking Garage.**
- B. Campus Services will provide emergency locksmith service upon request by department head/chair, subject to the limitations set forth in the SUMMARY OF APPROVALS to this instruction. Such request may be made by telephone, but the call must be made by the department head/chair personally. Follow up with signatures on the appropriate paperwork (Key Request Form) **must** be completed.

## **PROCEDURE:**

1. The issuance of University key(s) to an employee of Benedictine University is subject to approval limitations set forth in the SUMMARY OF APPROVALS.
2. Employees must obtain and fill out a Key Request Form. This form is in duplicate.
3. Employees must fill out the form **COMPLETELY**. Forms will be returned if not completed.

4. Employees must obtain the proper approval signatures as set forth in the SUMMARY OF APPROVALS page within the University Locking System Policy.
5. The employee will be contacted by a Campus Services staff member to let them know that the key is ready for pick-up.
6. The employee will pick-up the key at the Campus Services office located in the Parking Garage on the north side by the flag pole. During off hours or on weekends, keys may be picked up and signed for via University Police.
7. The employee will sign the Key Request Form at the time the key is picked-up and will be informed of the cost of the key should they misplace it.
8. The employee will get one part of the two-part form. Campus Services/University Locksmith will get the other copy.
9. Upon involuntary separation from Benedictine University, the key(s) issued to the employee will be returned to Personnel Resources.
10. Any keys deemed “sensitive law enforcement keys” will be turned over to the Chief of University Police upon separation of employment from Benedictine University for the preservation of State Law and safety of the community.
11. All other locking devices such as electric or electronic locks and padlocks are to be supplied by Campus Services unless prior arrangements have been made.
12. Ancillary keys such as desk keys, filing cabinets, etc. are the responsibility of the department to order for the occupant. These keys would be turned into your department head/chair upon separation from the University.
13. All faculty and staff will receive a copy of this policy and procedure as well as their copy of the Key Request Form when picking up their key.

| Summary of Approvals             |                             |                                              |                                           |
|----------------------------------|-----------------------------|----------------------------------------------|-------------------------------------------|
| <b>Effective Date:</b><br>6-6-11 | <b>Replaces:</b><br>3-19-04 | <b>Prepared by:</b><br>Jay L. Stuart + Staff | <b>Approved by:</b><br>Charles W. Gregory |

## REQUIRED APPROVALS FOR OBTAINING KEYS, AND SERVICES PERTAINING TO THE UNIVERSITY LOCKING SYSTEM

All such requests should be submitted via the “**Key Request Form**” located in Campus Services to the Locking System Coordinator. The card must be completed and signed by the appropriate person(s).

### To Obtain Lock, Key, or Service Specified Approval Authority:

1. Master Key –Executive Vice President or Provost
2. Area door keys – Department Head/Chair
3. Transfer of area door key from one employee to another – **PROHIBITED** (must return all keys to Campus Services).
4. Duplication of University keys by other than University Locksmith - **PROHIBITED**
5. Use of individually owned locking devices - Locking System Coordinator
6. Emergency locksmith service – Chief of Police, Director of Campus Services and Department Head/Chair.
7. Any adjustment, modification, or alteration of any interior or exterior locking system involving the use of dial type locks or special electrical or electronic or mechanical keyway systems – Director of Campus Services/Locking System Coordinator
8. **Any** contractor or vendor partner to the University **MUST** be in compliance with the University Key Policy.