

**GUSTAVUS ADOLPHUS COLLEGE
DEPARTMENT OF CAMPUS SAFETY**

CAMPUS KEY POLICY
November 2013

I. PURPOSE

The campus key policy establishes a key issue system for the campus as well as the necessary procedures and records for maintaining that system.

II. SCOPE

- A. Department responsibility for control of campus keys.
- B. Issue of campus keys.
- C. Return of campus keys.
- D. Transfer/loan of keys.
- E. Lost keys.
- F. Key duplication.
- G. Worn or broken keys.
- H. Re-keying or installation of new locks.
- I. Residential Life.
- J. Keys for Vendors.

III. POLICY DETAIL AND INSTRUCTIONS

- A. Departmental Responsibility for Control of Campus Keys: The Departments of Campus Safety, Residential Life and Physical Plant are responsible for the administration of the campus key policy.
- B. Issue of Campus Keys: All employees and students of Gustavus Adolphus College are eligible to hold keys for areas to which they need access on a daily basis to perform their jobs. All requests for permanently issued keys should be made via email to Campus Safety and Physical Plant, and include proper authorization prior to being submitted to the Campus Safety Office. Requests for temporary keys must have definite issue and return dates and include the proper authorized signature before they will be processed.
- C. Return of Campus Keys:

The **key holder** must return all keys to the Campus Safety office upon departmental transfer or termination of employment. A \$75 per key charge may be levied to the individual who received and signed for the keys to cover lock replacement and the cutting of new keys. Any keys not currently used by the college employee should also be returned to reduce the number of keys in circulation. Under no circumstance, should keys be given to another employee for return to Campus Safety.
- D. Transfer/Loan of Keys

Employees and Students must sign for keys issued to them and should not receive or take into possession any campus keys that have not been formally issued to them by the Campus Safety Department.

E. Lost Keys

In the event that a key is lost, report the loss immediately to the department head and to the Campus Safety office. An incident report must be filed with the Campus Safety office within 24 hours. A \$75 per key charge may be levied to the individual who received and signed for the keys to cover lock replacement and the cutting of new keys.

F. Key Duplication

Key holders MUST NOT duplicate any keys issued to them. Disciplinary action will result for unauthorized key duplication.

G. Worn or Broken Keys

A replacement for a worn or broken key will be provided at no charge in exchange for the defective key.

H. Re-Keying or Installation of New Locks

All re-keying or installation of new locks in all academic and administrative areas must be requested through the Campus Safety Department.

I. Keys for Residential Life

The Residential Life office issues and receives keys for residence hall housing. Furthermore, all housing record keeping is the responsibility of the Residential Life office. Physical Plant provides locksmith and database maintenance for the Residential Life department.

J. Keys for Vendors

Short-term contracted vendors to the campus will not be issued permanent keys to Gustavus Adolphus Campus. Keys will be made available for daily check out from the Physical Plant Office. In the event a vendor needs after-hours access to a part of the campus, arrangements will be made for Campus Safety to meet the vendor and grant access.

K. Procedures for Requesting a key

1. The department chair or department head will send an e-mail to the Campus Safety Office (keyrequest@gustavus.edu) requesting all keys for their department.
2. All key(s) must be checked - out by the key holder in person at the Campus Safety Office.

L. Procedure for Returning Keys

1. Upon employee transfer or termination, the department chair or department head will request a copy of the key inventory for the employee.
2. All keys assigned to the employee will be returned to the Campus Safety Office for re-assignment.
3. **Under no circumstance are keys to be transferred within a department.**