

OAKLAND UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES

350 KEY CONTROL POLICY

SUBJECT: KEY CONTROL POLICY

NUMBER: 350

AUTHORIZING BODY: VICE PRESIDENT FOR FINANCE & ADMINISTRATION

RESPONSIBLE OFFICE: FACILITIES MANAGEMENT

DATE ISSUED: MAY 1979

LAST UPDATE: APRIL 2021

RATIONALE: The following policy is intended to ensure Oakland University maintains a high level of security, and to provide notification to the University community of the appropriate procedure to obtain, handle, transfer and return key(s).

POLICY:

Key Control Responsibilities

- I. Reporting to the Director of Operations, the Operations and Maintenance / Key Control Officer is responsible for:**
 - A. Adherence to current key control policies and recommendations for their improvement;
 - B. Maintenance of lost key records in consultation with Facilities Management and Oakland University Police;
 - C. Maintenance of key distribution file;
 - D. Contacting the Key Control Officer, in writing, when keys are lost or stolen and determining, in consultation with the Director, whether or not the locks should be re-cored. Sensitive locations containing high value property should be brought to the attention of the Director of Plant Maintenance;

- E. Approve all duplicating/replacement lock and/or key requests;
- F. Locksmith services are provided via the work order system and Key Request Cards;
- G. Maintain a central lock location file;
- H. Upon receipt and proper approval of Key Request Cards, allow duplication and issuance of keys;
- I. Coordinate all re-keying with the appropriate department head.

II. Department heads or authorized representatives are responsible for:

- A. Authorizing the issuance of keys to departmental staff on a necessity only basis. Students shall not be issued keys to buildings or offices for access outside of business hours, unless circumstances dictate prior written authorization of the department head. If a student is given a key it should be obtained from the supervisor at the beginning of the workday and returned to the supervisor before termination of the workday. Students working alone after hours, with key access, must possess the written authorization of the appropriate department head, and make it available to the Oakland University Police Department upon request.
- B. Ensuring keys are transferred to authorized individuals only.
- C. Obtaining all University keys from employees who are transferring to another department or terminating their employment; and returning those keys to the Key Shop for reassignment to authorized holders. When keys are reassigned to another employee, new Key Cards must be filled out and submitted to the Work Control Center; indicating from whom the keys were transferred.
- D. Notifying the Key Shop of key holders who are no longer employees of the department. Key redistribution shall only take place via the Key Control Officer.
- E. Reporting lost or stolen keys to Oakland University Police and Work Control Center.

III. Key holders are responsible for

- A. Submitting a Key Request Card (see Appendix A) to their department head.

- B. Maintaining the physical security of the key at all times. Temporarily transferring or loaning keys is permitted only with appropriate department head authorization.
- C. Ensuring that the key is not duplicated at off-campus sites.
- D. Immediately reporting the loss or theft of a key to their supervisor and Oakland University Police.
- E. Verifying individuals are authorized before allowing them access to University buildings or rooms.
- F. Returning keys to their department head or authorized department representative, upon termination from the University or transfer to another department.

SCOPE AND APPLICABILITY: This policy is applicable to all faculty and staff of Oakland University who are requesting locksmith/key services.

DEFINITIONS: None

PROCEDURES:

- I. The Human Resources Department shall provide immediate written notification of all personnel transfers and terminations of employment to the Key Control Officer.
- II. Information Technology Network Closets and Computer Rooms**
 - a. Requests for information technology network closets and computer room keys shall be directed to the Chief Information Officer, University Technology Services.
- III. General Purpose Classroom Key Requests**
 - a. Requests for general-purpose classroom keys shall be directed to the Classroom Support/Technology Services Department.
- IV. Special Requirements for High Security Areas**
 - a. Departments requesting high security locks ("X" cores) must justify the need in writing. The academic dean, or department head, and the divisional vice president must support the request. The supported

request must be forwarded to the Key Control Officer, who with the Chief of Police will make the final determination of the request. The cost associated with the lock service will be charged to the requesting department. "X" cores may be placed within spaces protected by electronic security control systems. "X" lock areas will not receive maintenance or custodial service except by special arrangements, with an authorized departmental representative permission. "X" lock areas may be changed or removed if deemed necessary by the Key Control Officer and Chief of Police after a 10-day notice is given to the user group or governing department.

V. **Key Security Issues**

- a. In order to maintain lock hardware compatibility, personal locks or noncompliant hardware may not be used to control access to University space.
- b. Locks may not be changed without the prior approval of the appropriate department head and the Key Control Officer. A Work Order Request and Key Card (see Appendix A) must be submitted for this service. Unauthorized locks will be removed at the department's expense.

VI. **New Keys:** When departments move to new facilities, Facilities Management will provide a basic key set. General fund supported departments will be provided a basic key set at no charge. Non-general fund supported activities will be charged a nominal fee for provision of basic key set. A Work Order Request form and Key Request Card(s) must be submitted for this service. Keys for old facilities must be turned in when new keys are received. (See Appendix A).

VII. **Additional Keys:** Facilities Management will charge for additional keys. To obtain additional keys, the requesting department must complete a Key Request Card (see Appendix A) and submit it to the Key Shop. An authorized departmental representative and the Key Control Officer must approve the key request. The Key Request Card must include the organization number to be charged.

VIII. **Desk/File Keys:** A Key Request Card is not needed to request a desk or file key. A Work Order Request Form must be completed and submitted to the Work Control Center.

IX. **Room Access:** During normal business hours (8 a.m. - 5 p.m.) access to locked classrooms may be obtained by contacting the Office of the Registrar at Ext. 3470. For After Hours and Emergencies, contact the Oakland University Police at Et. 3331.

RELATED POLICIES AND FORMS:

APPENDIX:

Appendix A - Oakland University - Key Request