

Roger Williams University & Roger Williams University School of Law Key Control Policy

(Adopted by the President & Senior Staff on September 3, 2008)

1. PURPOSE

The purpose of this Policy is to assist in providing security for persons and University property through the control of keys issued.

2. POLICY

In an effort to improve physical security for University facilities, a Key Control Policy (Policy) has been established for issuing and managing University keys. These practices have been established to heighten awareness, especially for areas that need limited access due to concerns for security, confidentiality or high valued items. Acceptance of keys from Roger Williams University and/or Roger Williams University School of Law (collectively “University”) obligates persons to follow this Policy.

3. SCOPE

This Policy will cover the procedures for requesting, returning and reporting of lost or stolen keys belonging to the University to include building, padlocks, cabinets and vehicles as well as the responsibilities of all key holders. For the purpose of this Policy the term “key” will include electronic access cards (such as electronic key fob’s and identification badges). This Policy does not apply to the issuance of keys to students for residence hall access.

4. LEVEL OF AUTHORIZATION

The following is a table of keys issued by the University, the individual(s) to whom each type of key is issued and the individual authorized to approve the issuing of the key.

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KEY LEVEL	USE	ELIGIBLE KEY HOLDER	AUTHORIZATION	NOTIFICATION OF APPROVAL
GREAT GRAND MASTER	CAMPUS MASTER KEY	PUBLIC SAFETY FACILITIES MANAGEMENT	VICE PRESIDENT – FACILITIES & DIRECTOR OF PUBLIC SAFETY	PRESIDENT
GRAND MASTER	BUILDING/COMPLEX MK	FACILITIES MANAGEMENT/ PROVOST/VP/DEAN/DEPT DIRECTOR	VICE PRESIDENT – FACILITIES & DIRECTOR OF PUBLIC SAFETY	PROVOST for downline VP's for downline
MASTER	BUILDING MASTER	PROVOST/VP/DEAN/ASST DEAN/DEPT DIRECTOR/ASST DIRECTOR	VICE PRESIDENT – FACILITIES & DIRECTOR OF PUBLIC SAFETY	PROVOST for downline VP's for downline
SUB MASTER	DEPT/AREA MASTER	SAME AS MASTER/OFFICE MANAGERS/ADMINISTRATIVE ASSISTANTS	PROVOST/VP; DEAN/DEPT DIRECTOR for downline	N/A
CHANGE KEY	INDIVIDUAL DOORS	SAME AS SUBMASTER/ FACULTY/STAFF	PROVOST/VP/DEAN/ ASST DEAN/DEPT DIRECTOR/ASST DIRECTOR	N/A

Notwithstanding any authority granted above, the President shall have the sole and exclusive authority to grant or restrict access to any building, area, department, and/or office as deemed appropriate and advisable.

5. DEPARTMENT KEY CONTROLLER

- 5.1 Each operating area/department will choose a person to be the “Key Controller”.
- 5.2 The Key Controller will keep records of who was given authorized keys and will be responsible for ensuring their return when the keys are no longer needed by an individual within the operating area/department.
- 5.3 The Key Controller will coordinate completion of the KEY CONTROL AUTHORIZATION FORM and send the original form to the University Lockshop.

6. GENERAL PROVISIONS

- 6.1 A key should be issued only to the individuals who have a legitimate and official requirement for the key. A requirement for access alone, when access can be accomplished by other means such as unlocked doors, request for entry, intercoms, timers, etc., shall not convey automatic entitlement to a key.

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- 6.2 All keys are issued by the University's Lockshop and shall remain the property of the University.
- 6.3 Any exemptions, changes or special provisions to this Policy will be made only with the approval of the Key Control Authority (collectively Vice President – Facilities & Director of Public Safety).
- 6.4 This Policy is in effect for all key holders. It will be equally enforced for all key holders, except where special provisions have been made by the Key Control Authority.

7. KEY REQUESTS AND ISSUANCE

- 7.1 All requests for keys must be submitted to the University Lockshop on a KEY REQUEST FORM ("KR Form").
- 7.2 The KR Form must be filled out in its entirety and then signed by the appropriate authorizing individual(s). Individuals eligible to hold a key cannot authorize their own keys - the immediate supervisor must sign the key request.
- 7.3 Outside door key requests must be accompanied by a statement of justification from the authorizing individual.
- 7.4 Departments may request keys for only those rooms and areas they are assigned.
- 7.5 Only one room key, outside door, department master or building master key will be issued to any one individual. Requests for multiple keys of these types must be accompanied by a statement of justification from the authorizing individual. The University Lockshop will then route it to the Key Control Authority for consideration. All multiple key holders must use a temporary key checkout sheet when assigning their keys to others.
- 7.6 All incomplete, illegible, incorrect or unsigned forms will be returned to the requesting department.
- 7.7 When the key(s) is ready, the requesting individual or contact person will be notified that the key(s) is ready for pick up.
- 7.8 Only the key holder can pick up their key and must show a picture ID when picking up their key.
- 7.9 Records of all keys issued will be kept on a computerized key inventory system and will be maintained at the University Lockshop.
- 7.10 At least semi-annually, the University Lockshop will conduct an audit of keys issued, which shall include a distribution to the President, Provost and Vice Presidents of the names of individuals in their departments with key access and the scope of such access.

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8. EMPLOYEE RESPONSIBILITIES

- 8.1 Key holders shall take measures to protect and safeguard any University keys issued to them or in their name.
- 8.2 Key holders shall not loan their University key(s).
- 8.3 Key holders shall not use their key(s) to grant access to non-authorized individuals.
- 8.4 Key holders entering locked buildings or spaces are responsible for re-securing all doors and shall not prop open or otherwise disable any doors.
- 8.5 Key holders shall not store keys in desk drawers or other unsecured areas.

9. LOST, STOLEN AND BROKEN KEYS

The holder of a University key assumes responsibility for the safekeeping of the key and its use. ***It is understood that the key will not be loaned, issued to or made available by any other means to unauthorized persons.***

9.1 LOST KEYS

Lost keys are to be reported to the University's Department of Public Safety and to the Lockshop immediately. Replacement of a lost key will require a new KR Form and authorization. The Key Control Authority may impose a fee for replacement keys. If a lost key is later found, it must be returned to the University Lockshop.

9.2 STOLEN KEYS

If a key is stolen, a report must be made to the University's Department of Public Safety immediately.

9.3 BROKEN KEYS

If a key is broken or otherwise damaged, the pieces must be returned to the University's Lockshop. If a key is broken off in a lock, it must be reported to the University's Lockshop. A replacement key will be issued after verification of the key damage. A KR Form ***will not*** be required for replacement of broken or damaged keys.

10. UNAUTHORIZED DUPLICATION

- 10.1 ***Duplication of any University key by an outsider key manufacturer, vendor or contractor is strictly prohibited.***

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- 10.2 Keys issued by the University Lockshop are the property of the University and should not be duplicated by any other persons other than Lockshop personnel.
- 10.3 Unauthorized keys will be confiscated and returned to the University Lockshop.

11. TRANSFER OF KEYS

- 11.1 ***Key transfers directly from one person to another are strictly prohibited.***
- 11.2 Employees shall not loan or transfer keys to anyone. The person to whom the key has been issued shall be held responsible for the use of that key until it has been properly returned to the University's Lockshop.
- 11.3 Employees who change offices within a building/department or transfer to a different building/department must return all keys to the University's Lockshop. A receipt will be issued to the employee for the keys returned. Key holders are not relieved of responsibility until they receive this receipt.

12. RETURN OF KEYS

- 12.1 All employees, upon retirement, resignation or termination of employment, shall be required to process through the check out procedure upon their separation from the university. This process insures that all keys are returned to the University's Lockshop and electronic access is deleted from the card access system. A receipt will be issued for the keys returned.
- 12.2 Failure to return keys may result in having the former employee, or department, responsible for expenses incurred for the re-keying of locks to reestablish security.

13. CONTRACTOR AND VENDOR KEYS

- 13.1 Access to campus buildings by contractors and vendors is regulated through the Department of Public Safety in conjunction with the Office of Facilities Management, Capital Projects, Information Technology and the Department of Residence Life and Housing.
- 13.2 Contractors who require keys or access cards to do work on campus will make arrangements through the Project Manager or Maintenance Supervisor who hired them. The request shall be evaluated as to the need for access and methods available to provide access without issuing a key. A key shall be issued only when no other reasonable means of access is available. A master key will not be issued to a contractor unless by exceptional circumstances and authorized by the Key Control Authority and only where a release form has been signed by the contractor to deduct funds from its contract to cover the cost of rekeying the building or area if the key is lost, stolen or not returned. The Project Manager in charge of the work shall be responsible for securing this signed

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document and shall provide copies to the Department of Public Safety and the University Lockshop.