Lock Haven University Key and Lock Policy

A. Purpose

To provide additional security for University faculty, staff, students and property through the establishment of a comprehensive policy and procedure regarding the issuance, use of, and responsibility for University keys, cards, and locking systems. In general, employees will be issued a key that provides access to their office or work area, and their identification card will be programmed to allow access to the building where their office or work space is located. Key or card access beyond this standard level will require approval by the appropriate Authorizing Authority, as set forth in this policy.

B. Scope

This policy and procedure applies to all keys, access cards or devices, and access codes issued by the University for any lock, locking device, card access "key," card reader device, and any other locking system of any type in use on the property of Lock Haven University. This policy applies to all persons issued the above listed keys, cards, or codes (faculty, staff, students, volunteers, employees of outside organizations housed on University property, vendors, persons living in on-campus and/or off-campus housing, and others authorized by this policy). Throughout this policy and its procedures, the term "key" shall include any access device, including but not limited to, keys, access cards or devices, and access codes.

C. Definition(s)

Key/Access Card Holder - The person who has been authorized to access an area of the University through use of a key.

Grand Master Key/access card - A single key which allows access to numerous buildings and/or rooms inside those buildings. Except in the case of personnel
assigned emergency response, these keys will generally not be issued to individual persons.

**Building Sub-master Key/access card** - A single key which allows access to one or more buildings. If a person does not require access to all areas that a sub-master controls, it will be necessary to issue multiple keys in lieu of the higher level sub-master.

**Room Sub-master Key/access card** - A single key which allows access to one or more rooms in any single building. If a person does not require access to all areas that a sub-master controls, it will be necessary to issue multiple keys in lieu of the higher level sub-master.

**Individual Keys/access card** - Keys which open only a single room or building. Generally, full-time faculty and staff demonstrating need will be issued access to building perimeter doors (card access), assigned offices, and classroom space of a dedicated nature.

**Authorizing Authority** - The individual authorized to approve key requests for a particular academic or administrative department or for students or "others" authorized access to University spaces as per this policy.

### d. Policy & Procedure(s)

1. **General Policy** - Physical security and safety for University students and personnel is provided by the Facilities Department and IT department through the purchase and installation of high quality door hardware and locks/access systems. In conjunction with the University police (Public Safety) an overall safe and secure environment is provided for the campus community. To assist in maintaining this environment, positive control of access to the campus facilities must be accomplished. Keys shall be authorized only to persons with a substantial need to lock/unlock specific facilities or rooms. The security of all areas of the campus is dependent upon the security of keys issued to individuals. Keys remain the property of the University, and their loss shall be reported immediately to the Department of Public Safety, the appropriate Dean or Director, and the Facilities Department. University assigned keys shall not be duplicated by anyone except University locksmiths with appropriate authorization. **Keys are not transferable and should not be shared or loaned out to other personnel.** Upon termination, graduation, transfer, or when specific keys are no longer required, all keys will be returned to the Facilities Office. The Facilities Office will update computer records and issue periodic reports to track key issues, lost keys, returns, and canceled locks.

2. **Enforcement** - The single most frequent cause of loss of building security is inadequate control of keys. Uncontrolled circulation or use of University keys endangers the security of persons and property: therefore, violation of the policies hereunder may lead to disciplinary action. Unauthorized personnel found to be in possession of
University keys or access cards shall be subject to confiscation of the keys/cards. Disciplinary action shall be taken as prescribed within the confines of all negotiated contracts and all appropriate state and federal laws. The President's Cabinet (President and Vice Presidents) shall have sole responsibility and final authority for determining any and all disciplinary actions and the enforcement thereof. Disciplinary actions will be progressive and in accordance with University established policies and guidelines and applicable collective bargaining agreements.

a. Authority - The President’s Cabinet holds all authority to control keys. This authority is delegated through two agents: Authorizing Authorities and the Facilities Department. Authorizing Authorities act as Vice Presidential agents in deciding what keys are needed by whom, and authorizing their issue. Authorizing agents cannot authorize keys outside their authority to do so, such as Campus Grand Masters.

b. The Facilities Department acts as a Vice Presidential agent by issuing keys only upon proper verified authorization and by maintaining records of all issues. In most situations, only one (1) key per room, building, or area will be issued to any individual as the issue of multiple keys to individuals or departments for reassignment to others circumvents individual key accountability. However, in specific situations where an individual has responsibility for a service area or specialized unit which requires multiple access and/or must be accessible during more than one shift, up to two (2) additional keys will be provided upon approval by the appropriate vice president. This individual assumes responsibility for these keys and their distribution.

3. Key Hierarchy - The University’s master locking system establishes a hierarchy of access levels to maintain positive security and responsibility. The hierarchy of key/access card assignments will not be broken merely for convenience, as security and protection of University personnel, students, property, and records are of primary consideration. Specific need must be shown and approved to allow movement up the hierarchy. The hierarchy is as follows:

a. Grand Masters - Designated for the President, Public Safety, IT and the Facilities Department. Approval for Grand Master keys beyond these designated offices must be approved by the University President.

b. Building Sub-Master - Designated for Deans, Directors, and Department Heads with the demonstrated need to access more than one building where their personnel reside. Approval for Building Sub-Master keys beyond these designated individuals must be approved by the requester's Vice President.

c. Room Sub-Master - Designated for Deans, Directors, Department Heads, and Chairs with the demonstrated need to access more than one room in any
particular building. Approval for Room Sub-Master keys beyond these designated individuals must be approved by the requester's Dean or Director.

d. **Individual Building or Room Keys** - Designated for the individual who requires access to a particular building, office, or classroom when authorized by the Department's authorizing official. All keys must be individually assigned. No "mass" key assignments will be authorized.

e. **Maintenance Areas** - Only maintenance personnel will be issued keys providing access to areas constructed for the sole purpose of facility maintenance and repair or custodial cleaning services. Keys for such areas will not be provided to allow access through a maintenance designated area simply for convenience.

f. **Key blocks/retainers** - Maintenance personnel (and certain others with the need) will access areas within buildings for which they do not have a permanent key through *key blocks* or *key retainers*. Key blocks eliminate the need for numerous master keys while still allowing access to secured areas. Block keys must be returned to reclaim individual keys on a daily (shift) basis, and are not to leave the University campus. **Sufficient key blocks or key retainers will be installed in each building to accommodate the normal activity level. It should be general practice to keep master keys in key retainers whenever practical.**

g. **Off-Master Lock Areas** - Off-master locks severely restrict access to high security areas such as telephone and campus computer rooms or chemical/hazardous material storage areas. Access to these areas is normally limited to select individuals in the subject Department, Public Safety, and Facilities. Requests for off-master locks must include complete justification and indicate the means for providing access to the area by Public Safety, Maintenance, Custodial, and off-campus fire and safety personnel. The request must include a recommendation for approval by the appropriate Vice President or President.

4. **Responsibility:**
   a. **President and Vice Presidents** - Review and approve all key related policies and procedures to assure they serve the dual purpose of maintaining positive security while not unnecessarily impeding campus operations.

   b. **Authorizing Authority** - Request keys only for authorized buildings and rooms and only for persons with a significant demonstrated need to access these areas. Maintain records, as needed to meet internal departmental needs, of all departmental keys currently issued. Cooperate with Facilities' personnel to audit and control key assignments. Enforce University key policy among key holders. Prohibit the exchanging or loaning of keys and require the return of all keys as part of the University exit (clearance) process.
The President, Vice Presidents, and Deans and Directors are automatically Authorizing Authorities for the facilities over which they maintain operational oversight. Deans and Directors will identify to the Facilities Office, upon request, their Authorizing Authorities at the Chair and Department Head level. Keys for buildings or rooms over which the requesting Authorizing Authority does not have operational oversight must be approved by the appropriate Dean, Director, or Vice President.

b. 1 Keypad lock codes - In the case of keypad locks used for specific departmental access/security, it shall be the sole responsibility of the Authorizing Authority to maintain records of the keypad codes for the spaces they occupy.

c. Facilities Department - Through the Facilities Department/Locksmith shop, maintain records of all Authorizing Authorities and areas for which key requests can be made. Issue keys after verifying authorization and checking adherence to University Policy. The Facilities Department will not issue keys to one individual for multiple offices for the sole purpose of transferring offices. When transferring offices, the key to the previous office must be turned in prior to or concurrently with issuance of the key to the new office.

Maintain records of all locks, key holders, keys issued, and keys deleted. Provide various reports to Authorizing Authorities and Vice Presidents as requested. Conduct an audit of each Authorizing Authority’s keys and records on a periodic basis to assure and confirm security measures are being followed.

c1. Contractor/vendor access - The Facilities Department shall be responsible to provide appropriate keys for construction contractors and vendors. Unless otherwise approved by the President or other Authorizing Authority, the Facilities Department shall provide a key block /retainer at the Facilities Department which will contain the keys required for the contractors/vendors to gain access to the areas required to provide their services. The contractor/vendor will be provided with one key to access this retainer. The retainer keys must be returned to the retainer at the end of each work day. Retainers shall be located at Facilities or in the case where access to the retainer may be required after (or before) normal working hours, the retainers may be located at Public Safety.

d. Office of Public Safety - Responsible for maintaining the operational security of the installed key and lock systems. Identify problems to the Facilities Department for resolution. Investigate instances of key loss, break-ins, abuse, etc. Recommend changes or improvements to key and lock systems to maintain the physical security of the buildings. Coordinate and cooperate with the Facilities Department on all key and lock issues. Public Safety shall be the sole department responsible for unlocking facilities in case of lost or forgotten keys.
e. **Individual Key Holders** - Pick up keys in person at the Facilities Department.
   Do not exchange keys or loan keys to another person. Do not accept, possess, or
   use a University key unless it has been properly and officially issued in
   accordance with this policy. Do not duplicate University keys. Protect issued
   keys from loss, theft, or unauthorized use. Report lost keys immediately to your
   department head, Public Safety, and the Facilities Department. Return any keys
   no longer needed. Return all keys upon termination, transfer, retirement, or
   graduation. Return keys to the HR Department per separation letter.

   e.1. **Lost or Stolen Keys** - The key holder shall be responsible for a minimum
   charge of $75.00 to pay the cost of a lost or stolen key. If it is determined by
   the Facilities Department that re-coring/re-keying of additional spaces is
   required to maintain safety and security, the key holder will be charged for the
   actual cost of the re-coring/re-keying.

   e.2. **Return of Keys** - Upon termination of employment, the employee will be
   responsible to return all keys in their possession. In the event that an employee
   does not return keys upon termination, an assessment will be deducted from the
   employee’s final pay. This assessment could include cost to re-key/re-core
   other spaces as described above.

f. **Human Resources Office** - As part of the exit processing, HR will collect
   all University keys in possession of the exiting employee, verify keys
   returned against records obtained from Facilities, document all keys not
   returned, and have the exiting employee acknowledge discrepancies. HR
   will then return keys to Facilities and report discrepancies.

g. **Information Technology Department** - The Information Technology
   Department shall be the Authorizing Authority responsible for the
   programming and issuance of ID access cards to be used for external
   building access and other areas provided with card access. After-hours
   access through the card access system shall be granted for the building in
   which an employee has their office only.

h. **Clearfield Campus** - The Director of the LHU Clearfield Campus will be
   the Authorizing Authority for the Clearfield Campus. Distribution and
   management of keys may be delegated to an employee working for the
   Director.

i. **Office of Student and Residence Life** - Responsible for maintaining the
   operational security of the installed key and lock systems in all on-
   campus housing. The Office of Student and Residence Life shall be the
   Authorizing Authority, responsible for the issuance of keys to students to
   access the student housing assignment as assigned. All issued keys will
   have a signature (physical or electronic) acknowledgement of financial
   and security responsibilities incurred by the student. The Office of
Student and Residence Life shall coordinate and cooperate with the Facilities Department on all key and lock issues.

j. Charles Cole Hospital and Dixon University Center - Responsible to issue keys for any spaces that LHU occupies at their facilities.

5. **Key/Card Issuance** - All keys must be requested using the Key/Access Card Request Form available in the Facilities Department or on the Facilities Webpage. Forms should also be available through the department Key Authorizing Authority. Routing of the forms is indicated on the document. No keys will be issued without all required information and signatures. Once a key request form is turned in and verified, an issuance order will be placed by Facilities.

Completed Key/Access Card Request Forms should be turned in a minimum of 5 working days in advance of the need date. When the key(s) are ready, the requester will be called and must pick up and sign for the key(s) in person. Keys to all areas will be issued with the understanding that the lowest level of access necessary to complete the required duties will be the overriding factor.

***F. Effective Date***

To be determined

***G. Approved By***

President: [Signature] Date: 8/16/18

**II. Attachments**

The following attachments form a part of this policy:

1. Key/Access Card Request Form
2. Delegation of Signatory Authority Form

Key/Access Card Request Form – This form is used for any requests for keys or Access Cards. After the proper approvals, the form will be submitted for processing by Facilities and/or IT.

Delegation of Signatory Authority Form – This form is used when an approving administrator needs to delegate his/her signature authority to another on a temporary basis due to leave of absence or temporary change in position.
Lock Haven University
Key/Access Card Request Form

1. Complete Form
2. Obtain Proper Signatures
3. Send to Facilities (scan or fax to 2788) and IT (scan or fax to 2484)
4. Facilities will contact you when key(s) are ready for pick up.
   Only requester can sign for key(s)

PART I – Request Form:

Requester Name ___________________________ Date of Request __________
Department ___________________________ Current LHU Address ___________________________
Office Phone ___________________________ Cell Phone ___________________________
LHU Employee ID # ___________________________ or Non LHU Driver’s License # ___________________________
Contractor Name ID ___________________________ or Non LHU Driver’s License # ___________________________

Keys Needed for the Following Locations: ___________________________
Reason for Request ___________________________
Check here if you need an Access Card (ID Swipe Card) ___________. These cards are available at the LHU University Bookstore in the PUB.

PART II – Approvals:

Requester Signature ___________________________ Authorizing Official’s Name (print) ___________________________
Signature ___________________________
* Level of Approval Required:
Grand Masters – University President; Building Sub-masters (for a set of buildings) – Vice Presidents; Room Sub-
masters (for a set of rooms within a building) – Deans and Directors; Individual building or room key – Department
Authorizing Authority.

Part III – Acceptance and Pick Up:

I accept custody of this/these key(s)/access card and agree to abide by the terms and conditions itemized below:

• I will immediately report lost or stolen keys/access card to the Facilities Department, Public Safety and the
   Authorizing Authority;
• I am aware that duplication/alteration of any University issued key/access card is strictly forbidden under the Key
   and Lock Policy;
• I will safeguard this key/access card at all times and not loan this key/access card to unauthorized individuals;
• I will only use this key/access card for access to areas where I have official responsibilities;
• When a key is no longer needed, I will return it to the Facilities Department for reissue or destruction; and
• I understand that a fee may be charged or pay may be withheld for lost keys/access cards or keys not returned
   upon separation or change in position.

Signature of Requester ___________________________ Date __________

Part IV – Facilities Department Information: Work Order # ___________________________
THIS FORM IS TO BE UTILIZED ONLY TO AUTHORIZE A CHANGE IN SIGNATORY AUTHORITY

Lock Haven University

Key, Lock, Access Card Delegation Signatory Authority Form

This form is to be used when an authorized individual must assign his/her signatory authority to another due to temporary leave of absence, temporary change in responsibilities, etc. Any changes in authorizing officials should be forwarded to the Facilities Department after proper approval. Authorization to approve requests will expire upon separation from LHU, change in position or expiration date of a position such as a department chair.

Department ________________________________

Authorizing Authority: (The individual being given authority to approve key requests.) ________________________________

(Type or print name)

(Position or Title)

(Signature and date)

Department access or specific areas the above named person is authorized to approve:


Approving Authority: (The individual delegating the authority to approve key requests.) ________________________________

(Type or print name)

(Type or print Title)

(Signature and date)

NOTE: For each level of keying the next level above in the hierarchy must sign this form. Level of approval authority is as follows:
- Grand Masters – University President
- Building Sub-masters (for a set of buildings) – Vice Presidents
- Room Sub-masters (for a set of rooms within a building) – Deans and Directors
- Individual building or room key – Department Authorizing Authority