



CONCORDIA UNIVERSITY TEXAS POLICE DEPARTMENT **CAMPUS KEY POLICY**

Concordia University Texas is committed to providing a safe and secure campus environment that supports the school's mission to *Develop Christian Leaders*. Locks on buildings and offices provide a level of campus security and inhibits theft and damage to university property. Campus Police regulates building access to maintain security of all campus facilities. Employees seeking keys to buildings and offices must follow the key policies outlined in this document to help the university maintain an accurate inventory and control of all keys in circulation. Keys will only be issued to authorized individuals who in turn will be held responsible for maintaining key security. All keys remain the property of Concordia University Texas.

EMPLOYEES ELIGIBLE TO RECEIVE KEYS

Only regular university employees who officially work 20 hours or more may be issued keys to campus facilities. Any exception to this rule must have special written permission from the respective director, dean or vice president.

As a general rule, keys will not be issued to student workers or student employees. Exceptions must be approved in writing by respective supervisors and will be verified by Campus Police. Exterior keys to buildings will not be issued to students.

PROCEDURES FOR ISSUING KEYS

Before any key can be issued, the employee must submit a written or electronic key request to the Campus Police office. Department supervisors must limit the issuance of keys to those employees who must have them to carry out their regularly assigned duties and responsibilities. Control of keys is critical to maintaining facility security. Keys will not be issued for occasional or random use.

Multiple keys will not be issued to any employee for subsequent re-issuance to another individual. Department supervisors have the authority to sign key requests for only their areas of responsibility. If keys are needed to an area(s)

in another department, written approval must be obtained from that respective department supervisor.

It is the responsibility of each employee to pick up keys in person at the Campus Police office. The Police Office does not deliver keys except in emergency situations or extenuating circumstances and delivery must be approved by the Director of Campus Police or designee.

REPRODUCTION OF KEYS

Each key issued is for the exclusive use by the individual designated on the key request form. Keys remain the property of Concordia University Texas and **CANNOT** be reproduced or provided to any other individual for their use at any time, including temporary or emergency purposes.

Employees who violate this policy or who reproduce keys or allow them to be reproduced without authorization shall be subject to disciplinary action and/or possible termination of employment. Students who violate this policy will be subject to disciplinary action and/or possible dismissal from the university. **Key control is vital to university safety and security!** If the university determines a key was illegally reproduced or given to an unauthorized individual jeopardizing university facilities or security and requiring locks to be rekeyed, the individual(s) involved will be held responsible for the cost of any rekeying.

MASTER KEYS

As a general rule, building master keys will not be issued. Campus facilities are open during regular business hours which should provide appropriate access to authorized spaces. Requests for building master keys must be submitted in writing with a compelling reason why such a key is required. All requests for building master keys must be reviewed and approved by the appropriate vice president and the Director of Campus Police prior to submission of a key request. The loss of a master key can lead to major costs in rekeying a building and breach building security.

LOSS OF KEYS

The loss of a key can create a major security issue for the university. Any lost key must be reported immediately by the individual to the department supervisor and to Campus Police. Failure to report loss of keys is a serious violation of university policy and may result in disciplinary action and/or termination.

Any individual who loses university keys or has them stolen due to negligence, as determined by the appropriate director, dean or vice president, will be assessed the following charge for EACH key:

- ✓ ***Building master key – \$150.00***
- ✓ ***Department or floor master key – \$100.00***
- ✓ ***Outside door key – \$100.00***
- ✓ ***Interior/individual room key – \$ 25.00***
- ✓ ***Padlock or gate key – \$ 25.00***

Keys will not be reissued to the individual until all charges have been paid and a written statement is submitted to the director of Facilities Management by the respective director, dean or vice president. Departments that require rekeying of doors will be subject to rekeying costs: \$35 per hour for the locksmith and \$10 per lock for hardware. Estimated charges will be provided by the director of Facilities Management when the request is made to have locks changed or rekeyed.

KEY RETURN UPON TERMINATION OF EMPLOYMENT

At the termination of employment, an employee must immediately return all keys to their respective supervisor. It is the responsibility of each department supervisor to contact the Campus Police office to determine which keys have been issued to the employee, to obtain the keys from the employee and to return the keys to Campus Police.

INITIAL ISSUANCE OF NEW KEYS

Key access to offices and classrooms on campus is determined through consultation with the respective director, dean and/or vice president. Key recommendations are submitted to the Human Resources Department for each employee specifying the exact keys needed for an individual employee position. The Human Resources Department communicates the necessary keys needed to Campus Police.

ISSUANCE OF KEYS TO CONTRACTORS

Approved contractors performing work on campus may check out keys through Facilities Management. Written approval must be secured from the director of Facilities Management, or the appointed designee. Contractors are required to complete a “contractor key request” form before keys will be issued. Contractors

must return keys to the Facilities Management locksmith on a daily basis by 3:20 PM, unless specific arrangements have been made with the director of Facilities Management.

ISSUANCE OF KEYS TO FACILITY MANAGEMENT EMPLOYEES TO PERFORM MAINTENANCE ON UNIVERSITY PROPERTY

The keys necessary to perform normal and routine maintenance on university facilities will be issued to Facilities Management employees – but require prior written approval by the director of Facilities Management. Building master keys are sometimes required to effectively and efficiently complete maintenance tasks and will be issued with prior written approval from the director of Facilities Management.

KEYS TO RESIDENT HALL ROOMS

Each student living in campus student housing is issued appropriate keys for their personal use. Spare keys to access student housing rooms are kept in locked and secured cabinets in student housing and controlled by the director of Residential Life. Students who have lost or stolen keys should immediately report the loss to the Resident Assistant. The director of Residential Life will issue a replacement key and notify the Facilities Management locksmith on the next regularly scheduled work day.

All lost, broken or stolen keys for student housing rooms will be handled by the director of Residential Life, unless replacements are not available. If after hour replacements are not available, the Residential Life department will be responsible for after hour locksmith charges. It is the responsibility of the director of Residential Life to control and maintain the necessary spare keys for all dorm rooms in the event of after hour key loss.

PERSONAL LOCKS AND KEYS

At no time should an employee or student use personal locks and keys on university facilities that restrict access to public/private areas, equipment, file cabinets and/or university property. The university locksmith will keep a minimum of one spare key to every lock on campus.

Employees can lock up personal items in toolboxes, lockers and cabinets that contain the employee's personal property and do not contain university property that may need to be used or accessed by others. If personal locks are

found on university property for which Concordia does not have keys and the lock(s) restricts the normal functioning of the university, the lock(s) will be removed in the presence of a university police officer. Facilities Management will not remove personal locks without the written approval of the department supervisor and Campus Police.

REQUESTS TO UNLOCK BUILDINGS, ROOMS AND GATES

Requests for buildings, offices, rooms or gates to be unlocked for special events outside of normal operating hours should be submitted in writing to Campus Police a minimum of 48 hours in advance. It is the responsibility of the department making the request to notify Campus Police.

Employees who lock themselves out of their respective office or work space should call the on-duty security officer. Appropriate identification will be required before the area is unlocked. The caller must be present at the time the door is unlocked. In the event one employee must enter another employee's office or work space, written approval must be submitted to Campus Police prior to the door being unlocked.

IMPLEMENTATION

This policy will be implemented and enforced starting 19 July 2008.