



## Policy Directory

Responsible Division: Finance and Administration  
Responsible Office: Facilities Management: Locksmith Office  
Issue/Revision Date: October 1, 2018

## **Policy Title EMPLOYEE KEY CONTROL POLICY**

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Policy: Employee Key Control Policy

### **PURPOSE**

Alcorn State University has developed this key control policy to achieve accountability for all keys to University buildings and/or offices, to provide appropriate security, and to reduce the University's risk of property loss and other losses. Waiver of any provision of this policy requires the written approval of the University President.

### **POLICY AND PROCEDURES**

It is the responsibility of the Vice President of Finance and Administrative Services to oversee the University Key Control Plan. The following policies and procedures are to be followed:

The term key(s) is to be used interchangeably with other means of access control such as swipe cards, proximity cards and/or biometric entry.

#### **Key Issuance to University Employees:**

1. Keys will only be issued to Alcorn State University employees with documented approval of the employee's department head or other appropriate supervisor.
2. All Key Request Forms should be returned to their supervisor for signature before being forwarded to the Vice President of Finance and Administrative Services for review.
3. Documentation of supervisory approval of the **Key Request Form**, along with other required information on the **Key Request Form**, will be forwarded to the Vice President of Finance and Administrative Services who will review and approve the key(s) to be produced if there are no other questions or concerns.

Once the requested key(s) are produced by the facilities office, the Office of the Vice President of Finance and Administrative Services calls the key requestor to arrange for key pick up.

Employees shall not lend, transfer, or give possession of keys to another person, nor may the employee modify or alter keys in any way. Further, employees are absolutely prohibited from duplicating keys.

The issuance of duplicate keys to the same individual is strongly discouraged, and by documented exception only. If more than one key is deemed necessary to be issued to the same individual, the request must be accompanied by a justification approved by a supervising director, dean or higher level position, where appropriate.

Campus Grandmaster keys shall not be specifically issued to anyone and are only utilized by emergency personnel in extreme emergency situations. These grandmaster sets are issued to certain supervisory employees in facilities' management and the campus public safety department so they can perform the scope of their daily duties.

#### **Return of Keys:**

1. When an employee leaves the University, the departing employee must return all keys to their immediate supervisor as part of the employee exiting process. This must be done before the employee receives full clearance from Human Resources for a release of his/her final paycheck.

The process for departing employees is as follows:

If an employee has been placed on administrative leave, the employee shall surrender key(s) to their immediate supervisor before the employee departs campus to begin administrative leave.

1. If an employee has no further use for a key, to be relieved of responsibility for the key, the employee should return the key to the Facilities Office.

#### **Key/Access Control Records:**

The Office of Facilities Management shall maintain the following:

1. Copies of all signed key requests forms.
2. A master key issuance log

#### **Procedures for Key Duplication or Replacement:**

1. Individuals who have lost their key(s) shall notify their supervisor within 48 hours and ask their supervisor to authorize new key(s) to be cut by filling out a new *Key Request Form*.
2. If an employee suspects that their keys have been stolen, they shall immediately notify University Police and their immediate supervisor and complete appropriate forms.
3. When keys are discovered missing, the department head or unit director and the Department Head's or unit head's supervisor, after consultation with the Campus Police Chief and the Director of Facilities Management Operations, shall have the responsibility for assessing the level of compromised security and must decide whether locks should be rekeyed to protect employees and property. The employee whose failure to safeguard their key(s) resulted in the compromise of the key(s) shall bear all costs of replacing all keys, and lockset cores if

necessary, to reduce security risks. This may include reissuance of keys to other occupants of the office or building. Upon request by the department, the Facilities Office shall acquire the necessary supplies and equipment, assist the department to implement the necessary key and lock changes, and shall interdepartmental bill the department for actual costs.

**Charges for Replacing Keys:**

Keys are specifically created with varying levels of access and may contain varying levels of security. An individual key may only control an individual office or may control multiple offices or a building. Depending on the key lost or stolen, a lost key may cause a minor security concern or potentially a major security breach. Fees assessed to departments for lost or stolen keys shall be \$25. Damaged, worn, or broken keys (both parts) if brought into the Facilities Management Unit will be replaced at no charge.

**Key Release to University Students:**

Key(s) may be authorized for students who are leaders of an officially recognized student organization when the organization's office is housed in a University building. The University Department Head or sponsor of the organization must grant written approval to release a key to a student by completing a *Key Request Form* and shall assume joint responsibility for the key. The Department Head or sponsor who has co-signed the *for the key with the student shall* collect the key from the student when the student no longer has a business need for the key, and the Department Head or sponsor shall return the key to the Facilities Office.

**Key Inventory Audit:**

Each Spring, the University shall conduct an annual Key Inventory Audit prior to graduation. This audit will allow for each department to electronically submit the listing of the keys in their possession. Procedures for this audit will be managed by the Facilities Management Unit to verify that each key is properly accounted for within the responsible divisions or units.

Reviewed and approved by Cabinet.

Approved by:

  
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Donzell Lee, Interim President

  
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Date