

Messiah University
Key Distribution and Control Policy and Procedure
July 2024

Policy: It is the policy of Messiah University to monitor, control, and organize key distribution in a way that provides adequate security and access control for the campus.

Objectives: To provide key and lock control for additional security for university employees and property through the establishment of a comprehensive policy and procedure regarding the issuance, use, and responsibility for university keys.

Responsibility:

Vice President of Operations: Review and approve all key related policies to assure that they serve the dual purpose of maintaining positive security while not unnecessarily impeding campus operations.

Authorizing Authority: The person requesting keys for authorized buildings and rooms for persons with significant, demonstrated need to access these areas. Cooperate with Facility Services staff to audit and control key assignments. The university strictly prohibits the exchanging or loaning of keys to anyone, and requires the return of all keys as part of the staff termination, or exit process.

The President, Vice Presidents, Deans and Directors are automatically Authorizing Authorities for the facilities over which they maintain operational oversight. Deans and Directors will identify to the Facility Services Assistant, upon request, their Authorizing Authorities at the Chair and Department Manager level. Keys for buildings or rooms over which the Authorizing Authority does not have operational oversight must be approved by the appropriate Dean, Director, or Vice President of Operations.

It is the responsibility of the department that orders a student key to be sure the student returns their keys before leaving campus for the summer. The department will be charged for any student keys not returned within 30 days of the due date.

Adjuncts that are not returning to teach the next semester must turn in their keys. If they do not return their keys, the department will be held responsible for the associated fines.

Facility Services Assistant: Maintain records of all Authorized Authorities and areas for which key requests can be made. Issue keys after verifying authorization and checking adherence to the university policy. Maintain records of all locks, key codes, key holders, keys issued, and keys deleted. Provide various reports to Authorized Authorities and Vice President of Operations upon request. Conduct an audit of each Authorized Authority's keys and key records on a periodic basis to assure and confirm positive security measures are being followed.

Department of Safety: Responsible for maintaining the operational security of the installed key and lock system. Identify problems to Facility Services for resolution. Investigate instances of stolen keys, 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 Facility Service staff on all key and lock issues.

Individual Key Holders: Pick up keys in person at the Lenhert Office. The Lenhert office is open Monday-Friday, 7:30 am-4:00 pm. 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. Do not attempt to use a key in an area you are not authorized to access. Report lost keys immediately to your department head and Key Services via the Lost Key Report on Falcon Link. Return any keys that are no longer needed. Return all keys upon termination, transfer, retirement, or graduation. All students must return their keys (other than dorm keys) before leaving for the summer. All Adjunct keys will be due in May of the Spring Semester. The key Requestor may authorize an extension of the due date if Adjuncts are scheduled to teach in the fall. Once the due date extension is approved, Adjuncts may keep their keys over the summer. If the Adjunct does not return in the fall, they are responsible for returning the keys.

Key Holder Information:

Information pertaining to key holders and specific keys held by them will only be given to the Department of Safety, Directors and Vice Presidents. Information will not be given out to anyone else.

Key Issuance:

All keys must be requested to Facility Services Assistant using the appropriate form available on Falcon Link. No keys will be issued without the required information and approvals as outlined in this policy. The key requestor and the key receiver may not be the same individual. Completed key request forms are to be turned in a minimum of 5 working days in advance of the needed date. When keys are ready for pick up, the key holder will be notified and must pick up and sign for the key in person at the Lenhert Office within 30 days of key issuance. Anyone who picks up a key must have a picture ID or keys will not be issued. 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.

Employees moving offices or transferring departments will be required to return key(s) to their previous office or areas within 14 days of receiving the keys for their new responsibilities/areas.

Lost Keys:

All keys are the property of Messiah University. **Fees will be assessed to individuals who lose a key.** A replacement key may not be issued to employees until a lost key report has been filled out on Falcon Link. Because of costs that are associated to re-key, there will be no refund for keys that are found after the fact. Fees for lost keys will be based on the level of access and key hierarchy. The Vice President of Operations in consultation with the Director of Facility Services and appropriate VP/Provost will discuss the appropriate fee. A minimum fee of \$75.00 to a maximum fee of \$500.00 can be assessed for the cores that the key opens as a result of the loss. Duplication and lending of keys is prohibited and will result in disciplinary action.

Attachment 1

Messiah University Key Assignment Policy

You have been issued this key(s) to cover a specific need on campus. By signing for this key(s), you are accepting responsibility of the key(s) and agree to all the points below:

1. Do not exchange keys or loan keys to another person.
2. Do not accept, possess, or use a university key unless it has been properly and officially issued in accordance with this policy.
3. Do not duplicate university keys.
4. Protect issued keys from loss, theft, or unauthorized use.
5. Report lost keys immediately to your department head and the Key Services office.
6. If an individual breaks a key, for security reasons, all pieces of the key must be returned to Key Services before a replacement will be issued.
7. Return any keys that are no longer needed.
8. Return all keys upon termination, transfer, retirement, or graduation.
9. **Fees will be assessed to individuals who lose a key.** A replacement key may not be issued until a lost key report has been filed on Falcon Link. Because of costs that are associated to re-key, there will be no refund for keys that are found after the fact. Fees for lost keys will be based on the level of access and key hierarchy. At the decision of the Vice President of Operations, in discussion with the Director of Facility Services and the Director of Safety, a minimum \$75.00 fee can be assessed for each door that the key operates (and the core that needs to be changed) as a result of the lost key.
10. All keys are the property of Messiah University.

Scott Zeigler, Form
creator Signature

Electronically signed by Scott Zeigler on 08/02/2024 1:01:26 PM

President Signature

Electronically signed by Kim Phipps on 08/15/2024 8:10:06 AM

Provost Signature

Electronic Signature Pending