Dickinson

Dickinson College Key Policy

1. ## PURPOSE

   The purpose of this policy is to provide optimal physical security and safety for building occupants and to protect the assets of Dickinson College. This policy applies to keys for all facilities maintained by the College except for those keys issued to students and visiting faculty for their living spaces. Residential dorm room and small house keys are excluded and are covered under a separate policy (Residential Living Guidelines and Policy).

   Any references to students pertain to access to administrative and academic spaces only, where they may be issued keys.

2. ## DEFINITIONS

   Key Holder: A person to whom an authorized key has been issued.

   Grand Master Keys: Because these keys allow access into a high number of buildings and spaces on campus, they are rarely issued and would require approval of a Vice President (of the respective division). In addition, a written plan to protect the key must be submitted and approved by Facilities Management.

   Building Master Keys: These keys allow access to all areas within a single building. Such keys are made available with approval from Department Heads. The holder of such keys must implement measures to secure them to avoid loss.

   Building Sub-Master Keys: These keys allow access to multiple areas within a building and can be made available with approval from Department Heads or a designated department manager with budget authority. The holder of such keys must implement measures to secure them to avoid loss.

   Keyed Alike Keys: These keys allow access to multiple rooms within a single building.

   Key Request Approver: Person or persons identified by a dean or department head who have the authority to request keys from facilities management.

   Individual Pass/Space Keys: These keys allow access to one room or a single space.

Work Order System: The electronic system used by staff, faculty, students, etc. at Dickinson College for requesting keys and/or lock services in addition to other facilities related work.

Facilities Management (FM): The only College department authorized to make and distribute keys, change locks, re-pin/re-key entry points and modify keys and locks.

Phone: 717-245-1212
Location: 5 North Orange Street

Department Of Public Safety (DPS)
Responsible for campus security.
Phone 717-245-1349
Location: Kaufman Hall.

3. **<u>KEY HOLDER RESPONSIBILITIES</u>**

All faculty, students and staff are responsible for maintaining building security. A key holder is responsible for the safekeeping and use of all keys issued to them. College keys are the property of the College. The duplication or possession of any unauthorized College key is prohibited. A key is only to be used by the holder and should not be loaned out or made available to anyone else. Should a loss occur due to a shared key, the department of issue will be responsible for the financial impacts of re-keying an area or facility. To minimize the potential for loss or misuse of keys, all key holders are strongly encouraged to leave College keys in a secure location during non-working periods.

1. Employees shall not loan or transfer their keys to any other individual.

2. Faculty, students, and staff shall not unlock a building or room for another individual unless the individual is known by them to have a legitimate reason to enter. These requests can be referred to a department office or DPS.

3. Keys must be returned to Facilities Management when an employee leaves or transfers within, the College.

4. Doors to unoccupied rooms are to be locked when not in use.

5. Exterior doors are to be locked after normal business hours. (Note that most exterior doors on large campus buildings are now controlled by card readers. DPS is responsible for programming the access hours.

6. Unauthorized persons or suspicious activities are to be immediately reported to DPS.

7. Any found College keys should be turned in to DPS.

4. **KEY IDENTIFICATION**

    Do not attach tags, markings, and other forms of identification that refer to the specific building or in any way indicate the purpose of the key. The only identifying marks will be a series of numbers stamped on the key by Facilities Management. Key chains with the Dickinson name or logo are acceptable but specific building/room identification is not.

5. **KEY TRANSFERS**

    For security, safety, accessibility, and accurate recordkeeping, the transfer of keys both within and from department personnel, faculty members, students and other College staff is prohibited. Keys no longer needed, including those due to personnel departures, must be returned to Facilities Management. A new request must be submitted for all new key holders. Persons found in violation of this policy may have their access privileges terminated.

6. **UNAUTHORIZED DUPLICATING/REPLACING KEYS**

    Duplicating or replacing keys through an agency, company, or private business other than the Facilities Management is prohibited and is a violation of this key policy. In some cases, it could also be a violation of law. When such abuses are discovered, DPS will be notified for appropriate action.

7. **KEY CONTROL**

    a. **Authorization for Keys**

    Facilities Management aims to streamline the key request process and as such requires an Authorization Signature Form on file for each department and section on campus. (See addendum for sample). These forms authorize department representatives to be key request approvers as attested by a dean or department head's signature. They are entered into the key system records and are maintained by Facilities Management. Departmental key request approvers are mandatory and a primary component of key request security. Keys will only be made once a departmental approver has authorized the request.

    Building master keys require the additional approval of a Vice President.

    - If changes occur to those designated as key request approvers in your area, please contact Facilities Management (717-245-1212) to update information.

    - Each department will be responsible for any keys directly issued within their department, including student workers/interns. It is required that each department maintains their own internal written inventory of keys and key holders. An inventory of all keys issued on campus is maintained by Facilities Management (FM). If you require help with your key

inventory, contact Facilities. Current workloads will dictate response time.

b. <u>Key requests</u>

All key requests are submitted via the workorder system. **NO OTHER MEANS OF SUBMITTAL WILL BE ACCEPTED UNLESS SPECIAL CIRCUMSTANCES WARRANT.** Routine requests will generally be completed in three days. Immediate needs should be noted on the workorder. The beginning of semesters; however, will always present higher than normal demands and lead times. Failure to have a current signature authorization form on-file may result in keys not being issued and the request being delayed or rejected.

NOTE: No "bulk" quantities of keys will be issued to a single person/department without approval and review of the issue process.

i. <u>Temporary Keys</u>

Temporary keys for visiting professors, employees, students, and contractors may be issued. Duration of need is mandatory before request will be processed. Note that contractor key issuance requires the approval of the Associate Vice President for Campus Operations, but the overall policy applies.

ii. <u>Key Return</u>

All keys need to be returned to Facilities Management at 5 North Orange Street when they are no longer needed. Do not return them via campus mail. It is the responsibility of the Department to retrieve all keys from departing employees, faculty and students.

Employees transferring from one location to another within the College are required to return their current keys and have keys issued for their new location.

Failure to return keys could result in charges to the department.

8. <u>LOST OR STOLEN KEYS</u>

All lost or stolen keys must be reported immediately.   In the case of stolen keys, the individual must contact DPS at 717-245-1349 to file a theft report. Any lost or stolen key can present major security issues. The department should work with Facilities Management to perform a liability assessment and determine which locations, if any, should be re-cored. All costs associated with re-coring and making new keys will be borne by the department, not Facilities Management. These costs can be substantial in the case of lost masters and sub-masters, which is why Facilities management scrutinizes such requests to insure they are needed, carry proper authorizations, and that the requester understands the risks involved.

Lost/Stolen Key Reports are sent to Facilities Management to be noted in the key records. This becomes especially important when the key holder terminates employment with the College.

A new key request must be initiated if the lost key(s) is to be replaced.

9. **INSTALLATION, REPAIR, RE-KEYING AND RE-PINNING OF LOCKS**

Facilities Management or their approved, licensed contractor will perform all alterations, installations and repairs to door locks and mechanisms. All costs associated with a requested re-keying or re-pinning of a department's building space, including the replacement cost of EACH key cut, will be the financial responsibility of the requesting department.

Worn or faulty hardware including fair wear & tear will be repaired or replaced at the discretion of Facilities Management and at their expense.

When remodeling or building renovation work is being performed by Facilities Management, the lock and hardware standards of the College must always be followed. All non- college locks encountered will be removed. College locks will be installed, including any hardware necessary to complete the needed replacement.

10. **LOCKOUT /ACCESS**

If an individual with proper identification or a scheduled class is locked out, call DPS at 717-245-1349.

11. **CONTRACTORS**

Contractors and other outside vendors performing work on campus must comply with this policy. Approval in these cases is given by the AVP of Campus Operations. Keys are picked up directly from Facilities Management.