

# LINFIELD COLLEGE

## McMinnville Campus Campus Key and Lock Policy January 27, 2003

### PURPOSE

The principal objective of the key and lock\* policy is to offer maximum protection of persons, buildings and property on campus with a minimum of inconvenience to the key holder. This key policy is designed to establish responsibility for key holders and to provide accountability for all keys, thus assuring a reasonably safe and secure campus environment.

### RESPONSIBILITY FOR KEYS AND LOCKS

The Facilities Services Department is responsible for installation, maintenance and issuance of all College keys and locks on campus and is responsible for the implementation of these policies and procedures. Campus Safety is responsible for the programming of access into any space that is secured with an electronic card access lock and oversees installation of the centralized card access systems on Campus. Both departments work together to ensure the College is safe and secure for all users of Campus facilities.

### ASSIGNMENT OF KEYS

Divisional, Department Heads and Department Chairs or their authorized representative (must be a full time employee of the college) are the only persons authorized to request keys for members of the campus community. The President or Vice President of Finance & Administration are the only administrators who can authorize issuance of a campus academic/administrative grand master key to a college employee. If a residential grand master is requested authorization must come from the President or V.P. of Student Services. Requests for keys are made to the Facilities Services Department through the work order process. Individuals requesting keys should identify the rooms and spaces that require access. The Facilities Services Department will determine which keys should be issued to provide access. Individuals who are issued keys must sign for and pick up keys at the Facilities Services office. The Facilities Services Department shall maintain a record of all such keys issued. Individuals shall not loan or give out their assigned keys to others, even members of the campus community. During periods of extended absence, or by request, keys shall be returned to the Facilities Services Department. It is College policy that employees will be issued the lowest level of key access required by the position; and unauthorized duplication of a College key will be considered a serious violation of College policy.

Each academic or administrative unit will develop its own method of key assignment for students and temporary employees (teaching adjuncts excepted) to access College facilities. Keys will not be given to students by Facilities Services, but shall be issued to departments who will re-issue to students or temporary employees. Procedures developed by departments need to insure accountability of any College key issued to students or temporary employees. It is highly desirable that the issuance of College keys to students or temporary employees be very restrictive. The College is using an electronic ID card access control system on various facilities and will be expanding this system in years to come. It is College policy no exterior door key will be issued to users of buildings that are secured with electronic card access systems.

### ACCOUNTABILITY

Each person who is issued keys (college property) shall personally safeguard keys to prevent lost or stolen property. Keys issued to individuals should not be given out to other staff or students. Keys issued to departments (not individuals) may be re-issued by the Department to staff and students and will be under the control of that department. Departments will be held accountable for all keys issued to staff or students that work within that department. Upon reassignment, or upon termination of employment, an individual must return all issued keys to the department head.

\*College key and locks refer to any mechanical or electronic system used by the college to secure its facility and property. This does not include keys to desks, filing cabinets, lockers, etc.

It is the responsibility of each department chair, or administrative head to take possession of such keys, and ensure keys are returned to Facilities Services. Lost or stolen keys shall be immediately reported to the Facilities Services Department. Any costs associated with re-keying due to lost keys may be borne by the department or administrative unit. The Facilities Services Director, in consultation with the Director of Campus Safety and the Vice President of Finance and Administration, will determine if an academic/administrative building or department will require re-keying if a building master key is lost. If a residential building is considered for re-key process the Director of Housing will be included in the consultation process.

## **CARD-KEY ACCESS CONTROL SYSTEM**

The College utilizes two separate card-key access control systems. Both systems require the use of a College issued ID card for access. The Campus Safety Department is responsible for maintaining the two data bases that control access. Departments must furnish Campus Safety with the names of persons who are authorized card-key entry into areas under their control that have card readers. When a person is no longer authorized entry this information must be furnished to Campus Safety. Problems with card readers or with an individual ID card should also be reported to Campus Safety.

## **KEY & LOCK POLICIES AND PROCEDURES**

### **I. General Procedures- Applies to All Departments**

1. Department heads may request keys for students and temporary help to gain access to specific building spaces. No Grand Master or Building Master shall be issued to a temporary employee or students, except for RA's and SA's in the course of their duties. If a key is lost or stolen the replacement fee is the responsibility of the administrative or academic department. Keys that are broken or worn are replaced at no cost.
2. Keys for student use must be authorized by the department head and picked up by the responsible faculty or staff member. Keys shall not be issued by Plant directly to students.
3. Employees terminating employment shall return keys to their department head. It shall be the responsibility of the department to return keys to the Facilities Services Department for inventory within 48 hours of the employee's termination. Keys may be returned earlier. New keys will not be issued to a new employee until the old keys are returned and accounted for.
4. The Facilities Services Department will conduct periodical surveys of key ownership by department to maintain accurate records of key assignments
5. Departments shall establish a key checkout system for students to access space as needed for curricular and co-curricular activities.
6. Grand Masters and Building Masters shall not be carried on personal key rings and taken off campus. These high security keys shall be locked nightly in an office where the respective employee works. In the case of Area Directors (AD) and staff who live on campus, these keys may be kept at the residence on campus. Keys to building front doors and offices are allowed on personal key rings. If these keys are lost, this minimizes the risk to persons and property and reduces re-keying expense.
7. Responsibility of bulk key issues (housing, conferences, academic departments who issue keys to students etc.) and control is that of the issuing department. It is required that departments keep accurate record of keys issued and returned. If keys are not returned and the building is determined to be re-keyed, costs may be charged to that department.
8. Lost keys must be reported immediately to the Facilities Services Department. Key replacements will be issued as soon as possible to avoid disruption of departmental programs. Lost ID Cards, which are used for building access on electronic locks, must be reported immediately to Campus Safety.
9. Keys to student rooms in residence halls shall not be issued to contractors/vendors. Access and key issuance into these spaces is granted to escorts (college employees) who accompany the contractor/vendor. See policy on access to student rooms (Plant Web site)

## **II. Facilities Services Department**

1. Establishes and implements a key and lock policy, which provides the highest level of physical security to the buildings and facilities on campus.
2. Establishes the key codes for the keys and cores used in all doors. Establishes the hierarchy of Master, Sub-Master and door keys required for each facility. If a building is to be re-keyed, the Plant Department will work with Department Chairs and/or Administrative Heads to develop a key system hierarchy for the building.
3. Maintains a current and confidential record of all keys issued to each individual on campus.
4. Determines as needed the physical security condition of the key and lock systems for any building owned or operated by the College and affects change if required.
5. Specifies the requirements for all new key and locking systems installed at the College. Works in conjunction with the Safety Department on specification of electronic locking devices used to secure any space on campus.
6. Maintains a separate key system for (1) academic, administrative and athletic facilities, (2) residence halls and suburbs and (3) rental homes
7. Maintains records for the temporary issuance of keys used by contractors, vendors and staff for the day to day operation of the college. Ensures that all keys are promptly returned and accounted for on a daily basis. Contractors who lose keys shall be charged \$50 per key and \$100 for core changes if required or actual cost for replacement. This will be determined by the Plant Department.
8. Receives request for repairs to locks, doors, jams and security devices via e-mail to 'workorder' or other means and insures timely repairs and alterations as necessary.
9. Determines which keys shall be issued to provide access.
10. Determines in consultation with Director of Safety which spaces are controlled by electronic locking system.

## **III. Campus Safety Department**

1. Works with all the various departments on campus to insure appropriate access authorizations.
2. Maintains, with assistance from Facilities Services and Integrated Technology Services, the hardware and software associated with the two access control systems used on campus.
3. Determines in consultation with the Facilities Services Director which spaces are controlled by electronic locking systems.
4. Works with the Auxiliary Services Department in the issuance of College ID cards used for access control.

## **IV. Student Services and Housing Administration**

1. Coordinates keying of housing units with Facilities Services.
2. Insures that upon student withdrawal, keys are returned.
3. When possible gives ample notice to Facilities Services for keys and/or core changes.
4. Is responsible for fees incurred for building re-core and/or re-key due to lost keys.
5. Issues keys and authorizes electronic card access into residential space.

## **V. Conference and Events Planning Department**

1. Insures keys are signed out and returned by the user at the end of each event. There will be a \$10 charge for each key not returned at the end of the conference period. If a building is required to be re-cored the Conference Department will be charged for that service.
2. Provides when possible ample notice to Facilities Services for key/core changes. Normally, single keys would be issued by the next business day. Multiple keys or core changes within 2 working days or longer depending on the complexity and amount of the request. If a contractor is required to complete key/core work actual charges shall be paid by the Conference Department.
3. Receives from Housing the appropriate number of keys for each room occupied for the summer. Additional keys requested for keys lost shall be replaced at a cost of \$10 per key. If a door requires being re-cored, then Conference & Events shall pay full cost of work.
4. Recommends to the Safety Department issuance of access codes or ID card access for electronic locks for the summer program.

5. Turns all keys and records over to the Housing Director or his assigned representative at the end of the conference period. The Housing and Conference Departments will jointly audit the keys and request for new keys (if required) shall be made to the Facilities Services Department. Fees for new keys will be charged to Conferences or Housing based on audit results.

## **VI. Contractors and Vendors**

1. Keys issued to contractors/vendors shall be return on a daily basis.
2. Issuance of a key(s) for a specific space under construction for the duration of the project may be allowed under special circumstances. In these cases a special 'contractor core' will be installed and the College's project manager shall be responsible for implementation. At the end of the construction project the building/space shall be re-core to its original or new lock.
3. Failing to return keys contractors/vendors may be charged \$50 for each key lost or actual cost of re-keying/re-coring if required.
4. Keys shall not be loaned to others, even temporarily.
5. Notices shall be posted in the key check out log to insure contractors and vendors are familiar with College key policy.
6. Contractors are not allowed to check out keys to student rooms. Contractors requiring such access must have an escort to the room. See Policy on Student Room Access (Plant Web site).

## **VII. Students**

As a rule students are not issued keys to Academic/Administrative areas. The exception to this may be student employees, student coaches, students requiring access to academic spaces for educational purposes and students involved in student government. When students do require keys, the keys will be issued to the department requesting the key. The department chair or head or authorized representative shall request and sign out for the keys. If keys are lost or not returned the department will be financially responsible for replacement. See Housing Department policy on key charges and responsibilities.