

PROCEDURES FOR KEY ISSUANCE AND CONTROL

KEY DEFINITIONS

The Approving Authority (as defined below) has the responsibility to ensure that keys are issued to individual users in accordance with the Key Issuance and Control Policy. The person to whom a key(s) is issued is responsible to use the key(s), **provide notice of a lost key(s)**, return the key(s) and otherwise comply with the requirements of the Policy and written procedures.

Approving Authority: The dean of an academic college or department or the head of an administrative unit is the Approving Authority for the issuance of room key(s) that accesses a room(s) in a building(s) assigned to the college/department or administrative unit; the Vice President of a division is the Approving Authority for the issuance of a Building Master Key(s) and Department Master Key(s) which access buildings assigned to the division; the University President is the Approving Authority for the issuance of a Grand Master Key(s) which accesses multiple buildings; and the Director of Student Health Center is the Approving Authority for keys to the Student Health Center and Pharmacy.

Individual Room Key(s): Individual Room Key(s) are the most frequently used key(s) and open one or more specific rooms in a designated building.

Department Master Key(s): Department Master Key(s) open specific exterior and interior doors in one designated building available for use by the department (excluding special locks)

Building Master Key(s): Building Master Keys open all exterior and interior doors in one designated building (excluding special locks).

Grand Master Key(s): Grand Master Key(s) open all exterior and interior doors in multiple buildings (excluding special locks).

Special Lock(s): Locks that, for security reasons, are not keyed under the Master Key system.

KEY ISSUANCE

A person requesting a key (User) must present to Facilities Planning and Management (FPM) a signed, completed FPM Key Request Form, signed by the appropriate Approving Authority and a Cal Poly Pomona identification card or government-issued picture identification. Any person requesting the issuance of a key shall agree to abide by the provisions of the Key Issuance and Control Policy and procedures and to safeguard the key(s) issued to them. FPM shall verify the original signature of the Approving Authority prior to issuing the key to the User. If the requested key provides access to areas not in the signing Approving Authority's area of responsibility, the request will be denied. A new key request form with the appropriate signature will need to be submitted. The dean of the academic college or department head of the administrative unit where student employees, volunteers or contractors are working must sign as the Approving Authority on all key requests for issuance of keys to these individuals. Keys will only be issued on a temporary basis for the term of their appointment/engagement. The Approving Authority shall be responsible for the return of all keys issued to student employees,

volunteers or contractors by the due date listed on the Key Request Form. At the end of each appointment, the Approving Authority must return the keys to FPM or submit a renewed request for issuance of the keys. If a student employee fails to return the key to the Approving Authority at the end of their appointment, the student's records may be placed on hold until the key is returned. If a contractor fails to return a key when the project work has been completed final payment can be withheld until the key is returned.

SECURITY OF HEALTH FACILITIES AND PHARMACY

Keys to all designated health facilities including the health center shall be issued only with the signature of the Director of the Student Health Center as the Approving Authority.

Keys to the pharmacy shall be issued only to licensed pharmacists; however, the director of the Student Health Center shall possess a single key to the pharmacy that will be secured in a tamper proof container for the purpose of delivering the key to a pharmacist or providing access in case of an emergency or natural disaster (e.g., fire, flood or earthquake). The pharmacy shall remain locked at all times. Only persons authorized by the pharmacist-in-charge shall be permitted access to the pharmacy and only when a licensed pharmacist is present.

CUSTODY OF KEYS

The person to whom a key is issued shall not give or loan the key to any other person and is solely responsible for safeguarding the key(s) issued to him/her. University keys are state property and must not be duplicated. California Penal Code Section 469 provides:

“Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.”

The person to whom a key is issued must report the loss of a key as soon as possible to his/her immediate supervisor and to FPM by calling (909) 869-3030. This immediate notification allows the University to take appropriate steps to protect the safety of occupants of the buildings and to secure university buildings and property.

A replacement fee of \$25.00 per key **may** be charged to any user who has lost a key. The User must pay this fee to the Cashiers Office, University Financial Services. Proof of payment must be presented when requesting a replacement key.

RE-KEYING LOCKS

On occasion, re-keying of locks may be requested or required due to increased access needs, lost keys, or other reasons. Re-keying of locks is not a maintenance function. A re-keying request must be initiated by a dean or department head of an administrative unit and must be approved by the Director of Facilities Management. The requesting department or administrative unit shall cover the cost of the re-keying. If FPM determines that a new lock or re-keying of old locks is required due to lost key(s), the cost will be billed to the department or administrative unit that

authorized the key issuance. If the key(s) are found and returned before the locks have been replaced or re-keyed, there will be no charge.

USE AND RETURN OF KEYS

The person to whom key(s) are issued shall return all keys to FPM at the end of his/her employment, when requested by the Approving Authority, or when the key(s) are no longer needed by that person to perform the duties of his/her position. FPM may delegate to academic deans the authority to issue keys to faculty members. If a temporary faculty member to whom a key has been issued will not be teaching for an academic quarter, the temporary faculty member must return the key to the head of the department at the end of the quarter during which he/she taught. However, should the head of the academic department determine that a temporary faculty member in that department will return after an academic break, the head of the department may allow the temporary faculty member to retain their key(s).

UNAUTHORIZED LOCKS

FPM shall issue all locksets and padlocks to be used on campus buildings and facilities in order to assure that they are compatible with the campus key system. Examples of campus buildings and facilities for which FPM must provide locks include doors to offices, buildings, built in cabinets, storage sheds, gates. Equipment for securing personal belongings such as, but not limited to personal computers, is excluded.

All other locks are prohibited and shall be removed by FPM personnel. All costs for such removal will be charged to the college or administrative unit. Removed locks shall not be returned and no claims for reimbursement of cost shall be considered.

VIOLATION OF POLICY

Violation of the Key Issuance and Control Policy and procedures may result in loss of the right to be issued key(s) and could also subject the employee to reprimands/corrective action which may be placed in the Personnel File. Violation may also result in disciplinary action, which may only be administered in a manner consistent with the terms of the applicable collective bargaining agreement in accordance with the applicable provisions of the California Education Code.

AUDITS

FPM shall conduct annual audits to ensure that departments and administrative units are complying with the Key Issuance, Control Policy and Procedures. Key audits shall be issued to the Dean's Office and/or head of the Department to be completed and returned to FPM Key Desk within 14 business days from the time it was received. Once the key audit report is returned, TMA shall be updated accordingly.

KEY SHOP LOCATION AND OPERATING HOURS

Key Request Forms must be submitted to the FPM Customer Service Desk, Building 81 during weekday business hours. The key shop will make every effort to respond to all key requests within 72 hours of receipt of a completed original Key Request Form.