

University of WI-Superior Key Policy

Purpose:

The key policy is designed to protect the personal safety of the university community, to secure the physical assets of the university, and to comply with the Homeland Security Act. The purpose of this policy is to establish effective guidelines for allowing authorized individuals to access university buildings with properly issued university keys. It is the University's intent to explore and implement new technologies that may provide appropriate access to facilities in an efficient and safe, manner. This policy does not apply to Residence Halls which are governed by policy developed by Residence Life.

2) Definition of Key Levels:

The following are the various levels of keys issued by the university based on eligibility of the key holder:

- a) Change Key: Operates an individual lock for a specific office or department door.
- b) Building Entrance key: Operates building entrances only.
- c) Program Master: Operates multiple doors within an individual program area.
- d) Building Master: Operates all door locks in the entire building
- e) Grand Master Key: Operates most doors in multiple buildings.
- f) Great Grand Master: Operates all locks under the various master and grand master keys already established.

3) Responsibility:

Receipt of a University key carries implied responsibility. The following is a list of rules that must be followed by all key holders.

I. Wisconsin Administrative Code, Section UWS 18.06(12) states:

- a) No person may duplicate a University key or request the unauthorized duplication of a University key.
- b) No person may transfer any University key from an individual entrusted with its possession to another person, or be in unauthorized possession of a University key.
- c) Keys in the possession of unauthorized persons may be confiscated.
- d) No person shall replace without permission, damage, tamper with or vandalize any university lock or security device.

II. By possessing a key, the key holder agrees not to compromise the security of any area or building and further agrees to secure each door upon leaving the area.

4) Requesting Keys:

All keys will be requested and issued through the Key Control Manager, located in the Welcome Center. The Key Control Manager maintains the keying system, in coordination with Facilities Management, which ensures security and reasonable convenience to students, staff and departments.

Requests for keys will be made using the Key Issuance Request Form. The completed Key Issuance Request Form will be sent to the Key Control Manager who will issue the key to the requestor. All keys will be available within two (2) business days of submitting a key request. The requestor will sign for receipt of the key(s) after displaying a photo ID. A signed key agreement will be required for contractors, consultants and vendors.

All keys issued by the university will have "Do Not Duplicate" stamped on at least one side of the key.

5) Eligibility/Authorization:

Eligibility for key access will be evaluated on an individual basis. Key access is not necessary for most employees as normal building hours will accommodate operational needs. Other means of access (custodians, security officer, etc.) should be utilized where isolated or infrequent access is required. When key access is authorized, the need must be documented and a reasonable scope of hours identified. Spare keys will not be issued.

Change keys may be issued to student employees who need temporary access to university areas for work related purposes. Authorization for these keys must be given by the appropriate departmental administrator. Students needing access for non-employment related purposes will utilize the Campus Safety pass system.

Persons other than University faculty/staff (vendors, contractors, etc.) may be issued keys on a temporary basis with the proper authority for the area and the approval of the Director of Facilities Management or authorized designee.

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|--|---------------------------------|-----------------------|--------------|----------------|--------------------|--|--|
| Proper authorization signatures are required for the type of key requested. Following are the minimum authorization requirements by type of key: | Department Chair/ Supervisor | Facilities Management | Camps Safety | Cabinet Member | Chancellor/Provost | | |
| A. Change Key | X | | | | | | |
| B. Entrance Key | X | X | X | | | | |
| C. Program Master | X | | | | | | |
| D. Building Master | X | X | X | X | | | |
| E. Grand Master | | X | X | X | X | | |
| F. Great Grand Master | | X | X | X | X | | |

6) Returning Keys:

A computerized key tracking software will be used to track the issuance and return dates for all keys. A mandatory due date is determined that realistically reflects the anticipated length of need for a key. Following is the standard length of time keys will be issued:

| | | | | | | |
|-------------------|-----------------|-------------|----------|----------------|--|--|
| | Faculty & Staff | LTE's/Adhoc | Students | Non-university | | |
| No due date | X | | | | | |
| Length of project | | X | X | X | | |

To facilitate recovering university keys, the Human Resource Department will notify the Key Control Manager of individuals who are terminating employment or moving to another jurisdiction.

- a) Faculty and Staff: Must return all building and other university keys to the Key Control Manager in person before discontinuing employment or transferring from a present position. Keys cannot be turned over to the person assuming the vacating position, to the department or any other person.

- b) Student Employees: Must return key to the Key Office by the due date or a hold will be placed on the student's record. Use of the key may be extended by written request from the department or supervising faculty member.
- c) Non-university key holders (vendors, contractors, consultants, etc.): Must return all keys in person to the Key Control Manager upon completion of the authorized project, seminar, contract, performance, etc. and before the due date indicated upon issuance.
- d) Emeriti: Must return all keys upon retirement.
- e) In the event of a same-day termination, the supervisor or department manager can take possession of the employee's keys. The keys are to be turned into the Key Control Manager immediately.

7) Key Boxes:

Departments will establish a secured key lock box to allow temporary *daily* check out of a key for offices or areas that fall under the department's supervision.

Key boxes will be issued and installed by Facilities Management with associated costs billed to the requesting department. Key boxes must be in a locked and secured area. A sign out log must be used to identify when the keys were checked out, who checked out the key(s), and when the keys were returned. Campus departments administering key boxes assume responsibility for the keys assigned to the key box.

8) Loss or Theft of University Keys:

Loss or theft of university keys must be reported immediately to Campus Safety and the individual's supervisor or department manager.

- a) The supervisor or department manager responsible for the area will consult Campus Safety to review the effects of the missing keys to determine the need to re-key an affected area or the entire building.
- b) Facilities Management, Campus Safety and the Key Control Manager, in consultation with campus administration, will make the decision whether or not to re-key the affected areas.
- c) Cost for re-keying may be assessed to the affected department and/or to the key holder.
- d) The individual responsible for a lost or stolen key will be assessed the following charges. Exceptions to this requirement will only be considered in those instances of extenuating circumstances which are supported with proper documentation, (e.g., police reports, etc.).

| <i>Type of Key</i> | <i>Cost</i> |
|---------------------------|-----------------|
| <i>Change Key</i> | <i>\$50.00</i> |
| <i>Program Master</i> | <i>\$100.00</i> |
| <i>Building Entrance</i> | <i>\$100.00</i> |
| <i>Master</i> | <i>\$200.00</i> |
| <i>Great/Grand Master</i> | <i>\$500.00</i> |

- e) Replacement keys will not be issued to individuals or departments until lost or stolen fees are paid in full.

9) Violations:

The University's interests must be protected at all times. Keys will be confiscated if a key holder fails to comply with or violates building policies, or misuses keys in a way that could jeopardize the safety of the university.

Wisconsin Administrative Code UWS 18.07:

“Unless otherwise specified, the penalty for violation of any of the rules in Section 18.06 shall be a fine of not more than \$500.00 or imprisonment of not more than 90 days, or both, as provided in Section 36.11(1)(a), Wis. Stats., 1973.”

Adopted by the Chancellor's Cabinet, 2007