Key Issue and Control Policy

Policy Content

Summary

Other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents. Academic buildings shall be opened to serve student and university needs from Monday through Sunday (refer to link for building access hours - https://Inside.trinity.edu/universitypolice/university-police-policies/building-access-policy. A waiver may be issued by the vice president responsible for that building for different operating hours. When academic buildings have been secured, access may be permitted by University Police Officer upon presentation of proper Trinity identification and a stated reason for access to the building. Except for classrooms, all interior doors to all university buildings will be locked by janitorial personnel upon completion of cleaning operations of each room.

Nonacademic activities sponsored by university departments/groups must have prior approval from the appropriate facility coordinator for area(s) to be used. Each department/group is responsible for coordinating with T-space for the opening/closing of door(s) to the area(s) they will be using for their activity.

The scheduling of off-campus sponsored activities is the responsibility of the Office of University Communications. Each area to be used for off-campus sponsored activities must be reserved with the appropriate facility coordinator. Tiger Card Office and/or University Police personnel will ensure designated areas are open for off-campus sponsored activities only subsequent to receiving notification from the Office of University Communications.

The Registrar’s Office is responsible for scheduling classroom usage. Tiger Card Office and/or University Police personnel will ensure designated doors are open for special activities involving classrooms only subsequent to receiving notification from the Registrar’s Office.

Prior approval must be obtained from the appropriate department chair for activities scheduled in lab areas. The appropriate department chair or his/her designee is responsible for the opening/closing of doors and ensuring that adequate supervision is present.

Keys are not to be issued to students. For those students needing after-hours access to university buildings, a memorandum should be sent through the appropriate chair to the Tiger Card Office listing those students who are to have access and into what rooms.

Special assignment of keys/card access, where required (such as contractors, housekeeping, food services, etc.) may be authorized by the Director of Facilities Services.

Employees may be issued keys/card access to university buildings upon written approval of the
department chair/director or designee, and the vice-president in accordance with university procedures.

a. Keys/card access are issued for entry to university buildings for the purpose of conducting university business only.
b. An authorized employee entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized employee may have guests so long as the guests stay in the proximity of the employee having the assigned key/card access and the authorized employee assumes full responsibility for their presence.
c. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to university property resulting from failure to do so.

Individuals transferring to another department or building may be issued new keys/card access upon the written approval of the new department chair/director in accordance with the above.

All keys/card access issued remain the property of the University and shall be returned/terminated under the following conditions:

a. For all employees:
   1. Upon transfer to another department or building.
   2. Upon termination of employment.
   3. Upon request of the department chair/director.
   4. Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their keys/card access if they are authorized to have access to the building and/or office during the leave.

b. For all individuals:
   1. At the request of University Police personnel.
   2. At the request of personnel authorized to manage or audit this policy.

It is the responsibility of the appropriate department chair/director or designee to ensure that all keys are returned under the provisions above.

In no case is a key to be transferred from one individual to another or to be obtained from any other source than from the Facilities Services Office. When any transfer or duplication of a key is made or used without university consent, the key shall be recovered and the individual(s) involved reported to the administrative head or superior officer for appropriate action.

Regulations
Keys to cabinets, lockers, and drawers within buildings or to dormitory rooms are not covered under provisions of this policy. Facilities Services will furnish these keys upon request by the director of the facility. The issue, control, and recovery of these keys are the responsibilities of the director of the facility.

Key issuances are authorized by the department chair/director, subject to such policy guidance as may be issued by the divisional dean/administrative head.

The types and number of keys issued will be limited to the minimum required by regular work assignments.

- The permanent issuance of building master keys will be limited to the president, vice presidents, and those service departments needing access to the facility.
- The permanent issuance of building submaster keys will be limited to departmental chairs.
- Two or more keys may be issued to those requiring access to several rooms throughout the entire building.

 Procedures for the issuance and return of keys may be altered by the Director of Facilities Services as required to meet work requirements throughout the campus.

The loss or theft of any key is to be reported immediately to the department chair/director, who in turn will notify the Facilities Services Office.

Lost keys turned in to a department are to be forwarded immediately to either the Facilities Services Office or the Department of University Police.

Request for keys are to be submitted through the School Dude system.

Keys can only be obtained in person directly from the Facilities Services Office.

- Masters and submasters must be picked up by the employees to whom the keys are to be issued.

The departments are responsible for the key collection procedure. Departments collecting keys will transfer them to the Facilities Services Office. Note: Departments failing to deliver keys to the Facilities Services Office expeditiously will cause a delay in the release of a terminating employee’s final paycheck.

Prior to the end of each academic semester, each department may be provided with a list of individuals assigned keys to areas under its jurisdiction. Note: Those lists will aid the department in identifying those keys to be returned by employees having an ending date of appointment as of the end of the semester.
Annually, each department must check and certify the accuracy of an inventory list of keys issued to individuals under its jurisdiction.

Keys must be surrendered at the request of any University Police representative or other law enforcement official in the performance of his/her duty.

Requirements

Approvals:
VP for Finance and Administration

Revision Management

Revision History Log:

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