KEY CONTROL

POLICY

The purpose of the Key Control Policy is to protect the property and privacy of Sherman College of Chiropractic, and of individuals assigned to use college facilities, by limiting access to such facilities to assigned individuals and to their supervisors. Recognition has been given to the fact that Facilities has responsibility for the maintenance of all spaces, including all building systems, and as such, may have a need for access to certain spaces occupied by others. Security has the responsibility to effectively manage and control distribution of keys on campus.

Scope

This policy applies to all Sherman College employees, visiting faculty, students, and contractors working for the college. It applies to all facilities owned, leased, or otherwise occupied by Sherman College.

Issuing Keys

Keys to college spaces, e.g., buildings, offices, classrooms, storage spaces, mechanical spaces, high voltage spaces, vehicles etc., will be issued to college employees with the approval of the appropriate department head, dean, or director. Each key issued to college employees, contractors, or students shall be documented by Campus Security. No key shall be transferred from one person to another without being returned to security for appropriate re-issue. Each key will be stamped with a unique code and issued by code to a specific individual. The employee to whom keys will be issued must pick up and sign for them at Security located in room A210, Scallon Hall.

Duplication

All keys referred to in this policy are the property of Sherman College and are not to be duplicated by anyone other than the college. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

Key Retrieval

Upon termination of employment, all keys must be returned immediately to Security. Failure to return keys upon termination/separation will result in holding the employee responsible for the cost of the key and/or the cost to re-key the room(s), office(s) and/or building(s).

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Forms and Procedures

All key requests are to be submitted through Security. Requests are to be submitted by either a department head or administrative assistant.

For lost keys see below.

Enforcement

The policy and its enforcement are the responsibility of Campus Safety and Security. All college faculty, staff, and administrators shall ensure that keys are not issued to individuals which would provide access to areas other than those to which the person issued the key would ROUTINELY need access. Security shall have the responsibility to ensure that key requests and all appropriate authorizations have been obtained prior to issuing keys. Security shall implement and maintain appropriate procedures to ensure that all keys issued are accounted for, and securely deposited in a lock box when not in use.

Lost or Stolen Keys

Lost or stolen keys must be reported to Sherman College Security immediately after the discovery of the loss or theft. If deemed necessary, a replacement/duplicate key may be issued at cost to an individual without requiring an incident report through Campus Safety and Security, or a core/key change, if the key allows access to a personal office space, and it does not affect any shared spaces.

Any key or keys that affect more than yourself, or additional spaces, must be reported and will require an incident report through Campus Safety and Security.

Based on the factors involved, Campus Safety and Security will make a decision whether to replace the key(s) or require a core(s) change. All costs incurred, including labor and materials for re-keying, shall be assumed by the individual, company, or department of the employee who has lost the key(s).