



Title:	Key Control Policy
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Key Control

PURPOSE

This policy and procedural guidance is designed to facilitate the issuance of keys on as-needed basis, to define responsibility for issuance and collection of keys, and to encourage responsible care of keys by key holders. It is applicable to Northshore Technical Community College (NTCC) faculty, staff, students, and contractors and other essential personnel requiring access to NTCC buildings and facilities.

PROCEDURES

1. Definitions

- a. Key(s): All devices used to lock/unlock mechanical locking devices and electronic access devices used in lieu of mechanical locks in NTCC buildings and facilities. Lockers, desks, file cabinets, and other similar storage devices (excepting podiums/cabinets securing media equipment) are normally excluded.
- b. Key Schedule: A system of lock design, both mechanical and electronic, to provide controlled access to NTCC buildings and facilities.
- c. Key Control File: Records maintained by the Campus Key Control Personnel identifying keys by type, number, lock access and listing persons in possession of specific keys.
- d. Key Coordinator: A person designated in writing by a department head to authorize issuance of keys on his or her behalf.
- e. Type of Keys:
 - Master – Operates all locks in the NTCC key schedule.
 - Operating – Operates a specific single lock only.
- f. Campus Key Control Personnel: Some designated by the Dean of Campus Administration to control and manage all keys for the campus.



2. Responsibilities

a. Campus Key Control Personnel

- Primary responsibility for the security of the building and grounds of the NTCC campus.
- Maintains all key control files and records of original, duplicate and replacement keys for each building and facility.
- In coordination with department heads and Deans, develops key schedules that provide access to NTCC buildings and facilities and yet maintains a high level of security.
- Securely stores all unissued or unused keys.
- Evaluates key authorizations to insure the type of key requested is appropriate and that issuance would not create an unacceptable security risk.
- Investigates loss or theft of NTCC keys when possible.
- Reports all key losses or thefts to department heads or key coordinators and Deans when deemed appropriate.
- Furnishes department heads or key coordinators, upon request, a list of all persons in their department who are in possession of keys.
- Notifies the Dean of Campus Administration to determine whether the billing and collection process for lost keys; for keys not returned upon change in status or location of the person to whom keys were issued; or key not returned upon recall is needed.
- Requests new, duplicate or replacement keys to be made or ordered by the Dean.
- Purchases, maintains, and installs locks and other door hardware. Requests to acquire non-standard locks, hardware or other specialty items will be evaluated by the Dean of Campus Administration, and if approved, must be funded by the requesting department.
- Develops key schedules in coordination with the Dean of Campus Administration and department heads.
- Informs and coordinates all requests for lock changes with the Facilities Manager.
- When requested by the Dean, acquires new, duplicate or replacement keys for storage or issue.
- Authorize the issuance of keys to contract and other essential personnel. Proof of insurance or bond, as well as a signed release by the contractor or other personnel acknowledging that they will be held responsible for any and all re-key and/or replacement costs incurred by the NTCC due to the loss of keys in their possession may be required before issuance of any keys.

c. Department Heads

- Authorize the issuance of keys to faculty, staff and students under the department's control. This responsibility may be delegated to one or more designated key coordinators by filing a Key Coordinator Designation (Appendix A) for each designee with the Campus Key Control Personnel.
- Conduct an annual review of all keys issued to faculty, staff and students in the department. Upon request, the Campus Key Control Personnel will furnish a list of department key holders. The list should be used to verify that key holders still have a need for keys they possess.



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- Provide written notification to faculty, staff or students who have been issued keys when a change in status, location or actual need requires the individual to return keys to the Campus Key Control Personnel.

d. Finance Office

- Collect replacement key fees or new key deposits (when required) prior to issuing a replacement key for a key that has been lost, stolen or damaged.
- Collect fees assessed when keys are not returned upon change in status or location, or keys not returned upon recall.

d. Key Holder

- Sign Key Holder Agreement for each key received.
- Maintain personal possession of issued NTCC keys. Keys are not to be duplicated or loaned or transferred to others for any reason. Unauthorized duplication, use or transfer of any key may result in administrative and/or disciplinary action against the key holder.
- Report loss or theft of keys to the appropriate department head and the Campus Key Control Personnel by the fastest means possible immediately upon discovery.
- Return all keys in key holder's possession upon change of status or location, when recalled by the Campus Key Control Personnel, or when no longer needed to perform job related responsibilities.

4. General Policy

- a. A campus building, office or other space may not be secured by a locking device, either mechanical or electronic, that is incompatible with the campus key schedule and/or has been authorized by the Dean of Campus Administration.
- b. Every building utilizing mechanical locks and/or electronic access devices will be keyed to a master key that is controlled by the Campus Key Control Personnel. This key will be available in emergency situations; i.e., when life/safety is threatened or when official representatives of fire, police and/or other emergency personnel require immediate access.
- c. Each building using mechanical locks will also be keyed to a master key, which may be used by selected academic personnel, custodial services personnel, and facilities services personnel. In addition, there may be several levels of mechanical/electronic passkeys that permit only limited access by selected individuals or groups to one or more offices or spaces within a building.
- d. The Dean of Campus Administration may centrally program each campus building, office or other space using electronic access devices in lieu of mechanical locks.
- e. Keys may be issued only to faculty, staff, students currently enrolled at NTCC, contractors or other essential personnel based on actual need and consistency with job responsibilities or class/research requirements.
- f. Keys remain the property of the NTCC while in the possession of the key holder and are



issued for the sole use of the key holder. No keys may be duplicated or loaned or transferred to any other person by the key holder.

- g. All repairs or additions to any locking device, mechanical or electronic, or to any door hardware will be the responsibility of Campus Key Control Personnel or the Dean of Campus Administration and will be documented on a numbered work order. The Dean of Campus Administration will inform the Campus Key Control Personnel of any work requests pertaining to locks or door hardware that are not initiated by the Campus Key Control Personnel. Any person causing unauthorized repair or change to a locking device or door hardware will be held responsible for the costs required to return the affected device or door to its original condition.

5) Procedures

a. Authorizing and Issuing Keys

- The Department Head or Designated Key Coordinator must submit a Key Issuance Request (Appendix B) to the Campus Key Control Personnel for each individual authorized to receive a key.
- Upon receipt of a properly submitted Key Issuance Request, the Campus Key Control Personnel will:
 - Evaluate the authorization to insure that issuance of the type of key requested is warranted and would not create an unacceptable security risk.
 - Complete a Key Control Record for the individual indicating keys issued.
 - Prepare a Key Holder Agreement form (Appendix C) for keys.
- Provide the keys to be issued to the employee, student, contractor or other authorized person, together with the Key Holder Agreement form.
- Campus Key Control Personnel will issue the key to the individual upon presentation of appropriate identification and signing of the Key Holder Agreement form.
- After issuance of key, Campus Key Control Personnel will retain the completed agreement form in the individual's Key Control Record.

b. Lost or Stolen Keys

- When a key is reported as lost or stolen, the Campus Key Control Personnel will prepare and file an incident report.
- The Campus Key Control Personnel will consult with the Dean of Campus Administration to determine action to be taken to modify locks and/or issue new or replacement keys.
- Determination of action to be taken will be based on the assessed threat to the security of NTCC community and property, and the costs that would be incurred for the action.
 - If it is determined that reasonable security can be maintained solely by issuing a replacement key to the person who reported a lost or stolen key, the Campus Key Control Personnel will:
 - o Annotate the corrective action decision on the file copy of the incident report.
 - o Prepare a Replacement Key Authorization (Appendix D) and send to the appropriate department head or key coordinator for approval. A replacement fee can be charged



before a replacement key is issued unless investigation of the incident establishes that the key was stolen and that negligence on the part of the employee, student, contractor (or other authorized person) did not contribute to the theft.

- Upon receipt of the approved Replacement Key Authorization prepare Key Holder Agreement for Replacement Key form (Appendix E) for replacement keys.
- Provide the replacement key to be issued to the employee, student, contractor or other authorized person, together with a Key Holder Agreement for Replacement Key form, to the Campus Key Control Personnel.
- Campus Key Control Personnel will issue the key to the individual upon presentation of appropriate identification, signing of the Key Holder Agreement for Replacement Key form and payment of the assessed fees, if any.
- After issuance of key, Campus Key Control Personnel will retain the completed agreement form with the individual's Key Control Record.
- If it is determined that attaining reasonable security requires re-keying (i.e., the changing of tumblers in lock cylinders or the replacement of lock cylinders to accommodate different keys), the Campus Key Control Personnel will:
 - Annotate the corrective action decision on the file copy of the incident report and submit a work request to Dean of Campus Administration for re-keying or re-coring of all affected locks.
 - The Dean of Campus Administration will approve a work order to either change the tumblers in lock cylinders or replace the lock cylinders and to acquire new keys.
 - Upon receipt of the keys for the re-keyed lock, the Campus Key Control Personnel will prepare a Replacement Key Authorization (Appendix D) and send to the appropriate department head or key coordinator for processing. A replacement fee can be charged before a replacement key is issued unless investigation of the incident establishes that the key was stolen and that negligence on the part of the employee, student, contractor, or other authorized person did not contribute to the theft.

Upon receipt of the approved Replacement Key Authorization, prepare a Key Holder Agreement for Replacement Key form (Appendix E) for replacement keys.

 - Provide the replacement key to be issued to the employee, student, contractor or other authorized person, together with a Key Holder Agreement for Replacement Key form, to the Campus Key Control Personnel.
 - Campus Key Control Personnel will issue the key to the individual upon presentation of appropriate identification, signing of either the Key Holder Agreement for Replacement Key form and payment of the assessed fees, if any.
 - After issuance of key, Campus Police will retain the completed agreement form for filing with the individual's Key Control Record.
- Initiate a recall of all keys issued for the original lock. Issue a new key upon return of old key and update the Key Control Record.
- Repeated reports of a lost, stolen or damaged key by the same person may result in the suspension of key privileges.

c. Change in Status or Location



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- Upon termination, retirement, or separation from employment; termination of student enrollment; termination of contract (or other special personnel status); or upon transfer to a new building, room or space, any key that has been issued to an individual or contractor must be returned to the Campus Key Control Personnel. Faculty or staff members on approved sabbaticals or current students not enrolling for summer quarter but returning for autumn quarter are not required to return keys. However, students falling under the above-mentioned category who do not return for autumn quarter are required to return the key(s) no later than the second week of that quarter or key replacement fees may be charged.
- Department heads or key coordinators must provide written notification by memo or e-mail to faculty; staff, student, contractor or other authorized persons (courtesy copy to the Campus Key Control Personnel and Dean of Campus Administration) of the requirement to return keys prior to the effective date of the change in status or location.
- Keys may be returned to the Campus Key Control Personnel during school hours and a receipt for the key(s) being returned will be given to the key holder. Proper documentation will be noted on the individual's Key Control Record.
- Upon receipt of a returned key, the Campus Key Control Personnel will:
 - Annotate the individual's Key Control Record with date of return.
- Keys that are not returned will be treated as lost and the Campus Key Control Personnel will notify the Dean of Campus Administration to determine whether the billing and collection process for lost keys will be initiated.
- If the individual is an employee, former employee or student no longer actively enrolled, the Finance Department will invoice the individual for the amount of the fee owed.
- If the individual is an actively enrolled student, the amount of fee owed will be added to the student's account.
- If the individual has departed the campus, the invoice will be sent to the individual's last known address.
- Any invoice not paid within 30 days of the date of the invoice can be referred to a collection agency in accordance with normal debt collection procedures.

d. Recall of Keys

In addition to replacement of keys that may be necessitated as a result of key loss or theft, it may be necessary to replace keys for a variety of other reasons: keys or locks damaged beyond repair; new locking devices; new construction; new doors; new occupants, or other facilities or security related issues. The NTCC reserves the right to request the return of keys that have been issued to faculty; staff, students, contractors, or other authorized personnel at any time. Keys not returned upon recall will be treated as lost and fees may be assessed.



Appendix A

Key Coordinator Designation

Department Heads may delegate the authority to submit requests for the issuance of keys to faculty, staff, and students under the department's control by sending an e-mail to the Safety and Security Services Office as follows:

To: Key Control Personnel

From: (Department Head)

Subject: Designation of Key Coordinator

I, _____, _____,
Name Working Title

Do here by designate

_____, _____,
Name Working Title

As a Key Coordinator who may submit requests for the issuance of keys on my behalf for

_____.
Northshore Technical Community College, XX Campus



Appendix B

Key Issuance Request

To request the issuance of a key to an employee or student under the control of the requesting department, the Department Head or Designated Key Coordinator must submit an e-mail to the Safety and Security Office as follows:

To: Key Control Personnel

From: (Department Head or Designated Key Coordinator)

Subject: Key Issuance Request

Request that key described below be issued to the following employee or student. I certify that the key requested is necessary for and consistent with the job responsibilities or class/research requirements of the key holder and authorize the key to be issued.

1. Key Holder Information

- a. Name: _____
- b. Employee or Student Identification Number: _____
- c. Department/Program/Office: _____
- d. Telephone Number: _____

2. Key Information

- a. Building and Room: (Indicate building, room number, key type (operating or master), and for operating key type, the specific room number) _____
- b. Other Space: (Description) _____



Appendix C

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Key Holder Agreement

Date: _____

Name of Key Holder: _____

Employee ID or Student ID: _____

Department: _____

Office Location: _____

Phone: _____

Department Director/Key Coordinator: _____

Description	Tag #	Key #	Sub #

Other Access: _____

I acknowledge receipt of and take full responsibility for the above key while in my possession.

I understand that any key issued to me remains the property of the NTCC and is provided for my sole use as the key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any key in my



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possession to the Campus Key Control Personnel, which may result in fees being assessed for the lost, stolen or damaged key in accordance with the NTCC Key Control Policy and Procedures.

I agree to return any key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the NTCC for any other reason. Faculty or staff members on approved sabbaticals or current students not enrolling for summer quarter but returning for autumn quarter are not required to return keys. However, students falling under the above-mentioned category who do not return for autumn quarter are required to return the key(s) no later than the second week of that quarter or forfeit their deposit; other key replacement fees may be applied.

Signature of Key Holder

Date

Key Control Personnel



Appendix D

Replacement Key Authorization

To initiate the issuance of a replacement key to an employee or student who has reported the loss, theft, or damage of a previously issued key, the Campus Key Control Personnel or Dean of Campus Administration will send an e-mail to the responsible department as follows:

From: Campus Key Control Personnel
Dean of Campus Administration

To: (Department Head or Designated Key Coordinator)

Subject: Replacement Key Authorization

Upon the approval of the department, a replacement key may be issued to the following key holder who reported that the original key issued to him or her was lost, stolen or damaged. Please reply to this message indicating your approval or disapproval.

1. Replacement fees or new key deposit must be paid prior to issue of replacement key as follows:

- _____ Fee of \$_____ assessed to the individual
- _____ Fees Waived; Approval only required for replacement issue

2. Key Holder Information

- a. Name: _____
- b. Employee or Student Identification Number: _____
- c. Department/Program/Office: _____
- d. Telephone Number: _____

3. Key Information

- a. Building and Room: (Indicate room number or name, key type (operating or master), and for operating key type, the specific room number) _____
- c. Other Space: (Description) _____



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The Department Head or Designated Key Coordinator must send a reply (including the original message in the reply) to the e-mail from the Campus Key Control Personnel (above) as follows:

Subject: Replacement Key Authorization

EITHER

Issuance of a replacement key to the individual cited in your message is not approved.

OR

Issuance of a replacement key to the individual cited in your message is approved. If a replacement fee has been indicated as being required in your message, the individual has been informed that the Finance Office will require payment of the required when the replacement key is issued.



Appendix E

Key Holder Agreement for Replacement Key

Date: _____

To: Finance Department

From: Campus Key Control Personnel
Dean of Campus Administration

Name of Key Holder: _____

Key Type: _____ Building: _____ Room: _____

Other Access: _____

The above key is being issued as a replacement for a key reported as lost, stolen or damaged while in possession of the key holder. Fees for the replacement key are assessed as follows:

To the Key Holder: \$_____ (to be collected in cash)

I understand that the above key is being issued as a replacement for a key lost, stolen or damaged while in my possession and that the fees for the replacement key have been assessed in accordance with the UWT Key Control Policy and Procedures.

I acknowledge receipt of and take full responsibility for the above key while in my possession. I understand that any key issued to me remains the property of the NTCC and is provided for my sole use as the key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any key in my possession to the Campus Key Control Personnel and Dean of Campus Administration, which may result in fees being assessed for the lost, stolen or damaged key in accordance with the NTCC Key Control Policy and Procedures.

I agree to return any key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the NTCC for any other reason. I understand that the key deposit will be refunded upon return of the key, but that failure to return the key per this agreement will result in forfeiture of the key deposit. Faculty or staff members on approved sabbaticals or current students not enrolling for summer quarter but returning for autumn quarter are not required to return keys. However, students falling under the above-mentioned category who do not return for autumn quarter are required to return the key(s) no later than the second week of that quarter or forfeit their deposit, other key replacement fees may also apply.

Signature of Key Holder



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To: Campus Key Control Personnel
Dean of Campus Administration

From: Finance Department

Payment from individual for replacement fees in the amount of \$_____ has been received.

Date: _____

Signature of Finance Office Personnel

Policy Reference: N/A

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Affairs Committee	05/05/2007	07/01/2007
X	Campus Deans	05/05/2007	07/01/2007
X	Regional Director	05/05/2007	07/01/2007

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