

Key Policy and Procedures

Policy Statement

This policy establishes the responsibility, eligibility, and approval to carry Marywood University keys. For the safety and security of all, it is necessary to limit access to University properties to only authorized personnel, to maintain a comprehensive current inventory of keys issued to authorized personnel, to minimize master key issuance, and to ensure the recovery of keys from those persons no longer authorized with access to University properties.

The purpose of this policy is to have a documented procedure for the inventory, issuance and return of all University keys, in order to ensure a secure University environment. The Marywood University Campus Safety Department is responsible for the implementation of this policy and to provide documented accountability for all key transactions (e.g., issuance, return, loss or theft).

Security must be a concern of each person in the Marywood University community. An essential element of security is maintaining access to and control of campus facilities. Campus buildings and facilities must be accessed only by authorized individuals using properly issued keys and access keys. Safety and security for Marywood students, faculty members, staff, and visitors is a paramount concern when deciding on the merits of issuing keys for access to campus buildings and facilities.

Master keys shall be issued only with written approval of the President of the University.

Receipt of a University key carries implied responsibility to use it only for the purposes for which it was issued. 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. The following acts are examples of violations of the Key Policy and are prohibited:

- Loaning keys to any other person, whether or not a member of the Marywood University community.
- Transfer of keys without authorization.
- Unauthorized duplication of keys.
- Altering keys, locks or mechanisms.
- Damaging, tampering or vandalizing any University lock or hardware.
- Propping open secured doors.
- Admitting unauthorized person(s) into a building.
- Failure by employee or student to return a key at the request of Campus Safety.

- Failure by employee to return a key upon leaving the employment of the University to the Marywood University Campus Safety Department.
- Failure by student to return a key at the conclusion of the academic-year or at termination of student status to Office of Housing and Residence Life.
- Failure by employee or student to report that a key has been lost or stolen to the Marywood University Campus Safety Department.

Procedures

Department Heads are responsible for obtaining keys for new employees in accordance with the procedures outlined herein.

- A. Employee key requests should be made by completing a "Request for Key Issuance" form available on the Marywood University Building and Grounds web site. A Marywood University employee's department head must approve in writing a request for a key issuance.
- B. Department heads are responsible for monitoring the use of keys issued to employees and shall maintain in writing a current listing of all personnel within each department to whom keys have been issued and to what facilities, buildings or rooms the keys access.
- C. Departments should conduct annual audits of the keys issued to employees in their respective areas.
- D. Any known misuse or loss of a key(s) must be immediately reported to the Marywood University Campus Safety Department. Failure to do so is a violation of this Policy.

Issuance of Keys

A. *Employees*

Upon receipt of approval from the appropriate Department Head, the Marywood University Campus Safety Department will request the appropriate key from the Marywood University Buildings and Grounds Department.

Upon receipt of the key from the Marywood University Buildings and Grounds Department, the Marywood University Campus Safety Department will notify the requestor by e-mail that the key is available for pick-up. Keys may be picked up during normally scheduled business hours, currently between the hours of 7:00 a.m. through 4:30 p.m. Monday through Friday.

Individuals must appear in person at the Marywood University Campus Safety Department with a valid Marywood University picture identification card to obtain the key and must acknowledge in writing receipt of the key. The key will be

released only to the employee completing the key request form and/or the Department Head or his/her designee.

B. Students

The Office of Housing and Residence Life shall provide a list of resident student room assignments per semester to the Marywood University Campus Safety Department and the Marywood University Buildings and Grounds Department.

The Office of Housing and Residence Life will issue room keys to resident students. The Office of Housing and Residence Life shall notify the Marywood University Campus Safety Department in writing when a resident student is assigned to a different room, indicating the effective date of the approved change. The Office of Housing and Residence Life will make an online request for the new room key.

The resident student must appear in person at the Marywood University Campus Safety Department to pick up the key for the new room. The key for the first room shall be returned to the Marywood Campus Safety Department at the time the key for the new room is obtained or no later than the move in completion date designated by the Office of Housing and Residence Life on the room reassignment form. If the key for the first room is not returned to the Marywood University Campus Safety Department by the required time, the student's account will be charged for lock replacement for the first room.

Lost Keys

A. Employees

Employee key holders must immediately notify the Marywood University Campus Safety Department and their Department Head/Dean of any lost keys in writing by letter or by e-mail.

A request for a replacement key must be submitted on a "Request for Key Issuance" form, indicating that the key was lost. Issuance of the key will follow the procedures outlined above. Key replacement costs and/or lock re-keying will be handled on a case-by-case basis and are dependent upon the security level of the particular lost key. The cost of re-keying sensitive areas due to a lost key will be estimated and charged to the key holder and, if not collected, will become the responsibility of the key holder's respective department.

B. Students

Resident student key holders shall immediately notify the Office of Housing and Residence Life of any lost keys and complete a "Request for Key Issuance" form. The Office of Housing and Residence Life will notify the Marywood University Campus Safety Department and the Marywood University Buildings and Grounds Department.

The Marywood University Buildings and Grounds Department will change the door locks prior to the next business day at 4:00 p.m. If the student is present in the room, the Marywood University Buildings and Grounds Department will issue a new key to the student and, if applicable, roommates. If the student and/or roommates are not present, the Marywood University Buildings and Grounds Department must notify the student(s) in writing to pick up the new key at the Marywood University Campus Safety Department.

The roommate(s) must relinquish control of old keys prior to the issuance of a new key. Lock replacements will be charged to the account(s) of those responsible for lost keys at a cost of \$50.00 per lock.

Key Returns

A. Employees

Employees moving to another office/building due to promotions or transfers, etc., must return all respective office keys to their Department Head. The Department Head will contact the Marywood University Campus Safety Department within twenty-four (24) hours of the employee's transfer to another office.

Employees shall not exchange keys internally, including file cabinet or desk keys, with unauthorized employees. To obtain keys for a new office, employees must follow the procedures outlined above in *Issuance of Keys* section.

Staff and faculty voluntarily separating from Marywood University must return all keys to their Department Head/Dean prior to their departure.

When an employee is involuntarily terminated, the Department Head initiating the termination will be responsible for:

- Contacting the Marywood University Campus Safety Department prior to the termination to obtain the number of issued keys to that employee;
- Obtaining the total number of issued keys from the employee; and,
- Returning the keys to the Marywood University Campus Safety Department within two (2) business days of obtaining them from the employee.

All keys remain the property of Marywood University. If keys are not returned, the respective department of the key holder may, when applicable, be assessed a charge for key replacement and re-keying of area.

B. Students

Resident students, at the end of each academic year, must return all issued keys to the Office of Housing and Residence Life prior to their departure from campus. Any resident student who moves out of residence housing during the academic year must also return their key to the Office of Housing and Residence Life. The Office of Housing and Residence Life will be responsible for notifying the Marywood University Campus Safety Department about all such occurrences.

Third Party Vendors or Contractors

Departments are responsible for verifying Third Party Vendors or Contractors that visit campus for specific functions that include, but are not limited to, consultants, auditors and accreditation personnel.

All other Third Party Vendors or Contractors upon arrival on campus must immediately report in person to the Building and Grounds' maintenance garage to register and receive a visitor's badge. This process includes completion of a form including their name, name of employer, reason for being on campus, and photo identification.

Upon completion of all forms and identification verification, the Buildings and Grounds Department will provide a Third Party Vendor or Contractor badge which must be worn all times when working on Marywood University's campus. Third Party Vendors or Contractors are required to show this badge to appropriate Staff upon arrival at a site. Third Party Vendors or Contractors will be escorted in all residence halls. When applicable, Building and Grounds personnel will issue appropriate keys or notify the appropriate office to escort the individual(s) throughout campus.

No other office or department may issue keys to any Third Party Vendor or Contractor.

Related Policies

Related Committees

History

03/02/15 - Established/approved by the President of the University as recommended by the Policy Committee of the University.