

 <p><b>Category:</b> Administration/Safety</p> <p><b>Policy applicable for:</b> Faculty/Staff</p>	<p><i>Policy Title:</i> <b>Key Issuance</b></p> <p><b>Effective Date:</b> 11/4/2011</p> <p><b>Prior Effective Date:</b> N/A</p> <p><b>Enabling Acts:</b> University Board Rule 10-5-04</p>	<p><i>Policy Number:</i> <b>1.10.3</b></p> <p><b>Policy Owner:</b> Sr. VP for Administration and Finance</p> <p><b>Responsible Office(s):</b> Public Safety Keys and ID</p>
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## Background

For security purposes, certain areas of the university must be secured when not in use. Personnel whose job duties require admission to such areas may be assigned a key for convenience of entry. This policy addresses the issuance of keys, responsibilities of key holders and other matters related to keys and locks that are controlled by the Department of Public Safety.

## Policy

An organizational unit head (department head, dean or administrator) or designee of, is authorized to request door, sub-master and master keys.

Grand master key requests must include the approval of the organizational unit head and an authorized person in Public Safety. Public Safety will contact the organizational unit head for approval as needed.

An employee may be assigned one key per door. Exceptions must be approved by an authorized person in Public Safety.

Keys are issued to employees and authorized contractors, rather than to organizational units, except in the case of sealed key rings issued to service units as addressed below. Nonetheless, organizational units should ensure that all keys are returned to the Office of Keys and ID by the employee or contractor when he or she leaves the university, transfers to another unit, or in the case of a contractor completes the project. Transferring a key from one employee or contractor to another without following the key request procedure is prohibited.

Keys will not be issued for doors that are on card access.

An outside vendor will not be given access to a locked area during non-business hours unless he/she is supervised by an authorized university employee.

## Keys for Service Units

Organizational units such as Housekeeping, Maintenance, Police, UCit, Grounds and Moving, Transportation, and Campus Planning and Design are identified as service units. To fulfill their work assignments employees from these units may carry keys to

gain access to other areas. These requests are handled by direct contact with the Public Safety Keys and ID Office. Employees in such service units must promptly notify their supervisor who will promptly notify Public Safety of lost or missing keys.

## **Lost Keys**

If a key issued to a UC employee is lost or stolen, it must be immediately reported to the Keys and ID Office. In addition to an initial \$20 fee, the organizational unit authorizing the issuance of a key may be held responsible for additional expenses including, but not limited to damage, lost items and lock changes due to a lost key.

Failure to comply with this policy may result in disciplinary actions up to and including termination.

## **Procedures**

### **Key Request for UC Employees**

1. The organizational unit's authorizer requests a key through the online Key Management System at <http://keys.uc.edu>. The requested key will be available after 24 business hours.
2. Employee who the key was ordered for or the authorizer must present a valid UC ID to the Keys and ID Office to obtain requested key.
3. The organizational unit authorizing the issuance of a key will be assessed a \$20 fee if the key is not picked up within 14 days, is lost or is not returned. Authorizer will be contacted if the key is not made.
4. Faculty may request a key for classrooms under the jurisdiction of an academic unit by following steps 1 – 3.
5. Faculty requesting keys for classrooms classified as "General Purpose" and under the jurisdiction of the Registrar's Office may obtain a key by presenting a valid UC ID at the Keys and ID Office.

### **Key Request for Contractors**

1. The authorizer of the organizational unit responsible for the contractor requests a key through the online Key Management System at <http://keys.uc.edu>. The requested key will be available after 24 business hours.
2. Contractor who the key was ordered for or the authorizer must present a valid UC ID at the Keys and ID Office to obtain requested key.
3. The organizational unit authorizing the issuance of a key will be assessed a \$20 fee if the key is not picked up within 14 days, is lost or is not returned. Authorizer will be contacted if the key is not made.
4. Keys held by contractors must be returned upon completion of the project. No key can be transferred to a subcontractor.

5. If a key assigned to a contractor is lost, the charge for the lock change is the responsibility of the contractor.

**Lock Changes**

1. Authorized personnel may request a lock change by submitting a work order through the Key Management System.
2. Lock changes carry a charge. Estimates provided upon request.

**Related links:**

Key Management System

<http://keys.uc.edu>

**Phone Contacts:**

Keys and ID Office

513-556-4925