



Administrative Procedure

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Subject: LOCK/KEY CONTROL POLICY

1.0. PURPOSE:

To establish the policy and procedures for the coordination of a campuswide Lock/Key Control Program.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. All organizational units of the University.
- 2.2. Auxiliary organizations operate and maintain a separate key control system and provide access keys to university personnel for safety and security purposes.

3.0. REFERENCES:

State Administrative Manual (SAM), Section 8580.4.

4.0. POLICY:

- 4.1. General--An effective lock/key control program will provide and maintain overall security of campus facilities and equipment through enforced procedures for lock requirements, Public Safety Omni locks, key issue, return, replacement and rekeying. University keys are State property and shall not be duplicated. Keys are issued by Key Control only upon written authorization of the appropriate administrative officer.
- 4.2. Key Assignments--The responsible administrative officer within each department will determine the type of key to be issued to an employee. It is recommended that the responsible dean or senior administrator be assigned a building master key; department heads be assigned an area of responsibility master key, as appropriate; and faculty and staff be assigned a key to their office and building entry door.
- 4.3. Unauthorized Use--The University will institute appropriate investigation and take appropriate action where allegations of non-state and/or unauthorized use of University keys and the installation of non-state and/or unauthorized door locks, door security devices, access control equipment either mechanical or electrical or electric, pad locks and cabinet locks are reported.

5.0. DEFINITIONS:

- 5.1. Administrative Officer--Those persons, e.g., academic deans and department chairs and those individuals reporting to the President or Vice Presidents, authorized to approve and submit Key Request cards for an academic department or administrative office.
- 5.2. Authorized Key Holder--Those persons authorized by the administrative officer to have in their possession key(s) to university facilities/equipment.
- 5.3. Executive Officer--President and Vice Presidents.
- 5.4. Lock/Key Control Program--The documentation, tracking, and accountability of building access methods and processes. This includes keys and stand alone electronic access programs; maintenance of records related to issuance, control and return; security of structures and individual areas in connection to accessibility and the verification of authority to issue, grant and/or receive access to university buildings, and any security and externally applied locking devices such as Omni Locks, pad locks, etc.
- 5.5. Lock/Key Control--Office within the Department of Public Safety responsible for the Lock/Key Policy.
- 5.6. Key Control Coordinator--Individual reporting to the Director of Public Safety, or designee, responsible for coordinating the Lock/Key Control Program.
- 5.7. Lock Shop -- Campus authority for the production of keys for all campus locks, and the programming, installation, maintenance and auditing of Public Safety managed Omni Locks.

6.0. RESPONSIBILITIES:

- 6.1. The President or designee, will:
 - 6.1.1. Annually receive and sign a current year authorization signature card from Key Control. The authorization signature card(s) will be revised as necessary.
 - 6.1.2. Approve the Key Request card for the Great, Great, Grand Master (GGGM), Everest Great Grand Master (EGGM), the master and entrance door keys to the President's Suite.

6.2. The Vice Presidents will:

- 6.2.1. Annually receive and sign a current year authorization signature card from Lock/Key Control. The authorization signature card(s) will be revised as necessary.
- 6.2.2. Determine to whom keys will be issued where an area is occupied by more than one department or administrative unit.
- 6.2.3. Approve the Key Request card for the Grand Master (GM), Great Grand Master (GGM), and Everest Department Master (EDM) keys for their respective areas.

6.3. Administrative Officers will:

- 6.3.1. Approve the Key Request cards for all building master, sub-master, entrance door and miscellaneous keys for their area, including room, equipment, cabinet keys, etc.
- 6.3.2. Control and limit access, whenever possible, to hazardous materials storage areas.
- 6.3.3. Ensure that all faculty, staff and students pick-up and return keys to the Key Control Office as outlined in Section 7.0.

6.4. The Key Control Coordinator will:

- 6.4.1. Maintain a master signature file containing the original signature of those individuals authorized by the executive officers to approve key requests.
- 6.4.2. Maintain a database for the research of keys and the holders of each key.
- 6.4.3. Review all Key Request cards for duplication and discrepancies. The administrative officer and/or requestor will be notified of the disposition.
- 6.4.4. Process key requests signed by only those administrative officers authorized by the executive officers to approve key requests.
- 6.4.5. Receive keys from all transferring and separating employees and complete a Key Receipt form (Appendix 8.4.).
- 6.4.6. Verify that all keys have been returned and sign the Separation form (HRM 351A). This includes signoff on any prospective electronic version of the Separation form.

- 6.4.7. Provide the University Cashiers Office, at the end of each quarter, the names of students who have not returned their key(s).
- 6.4.8. Provide Business Financial Services/Accounts Receivable the names of separating employees who owe the University money for outstanding key(s).
- 6.4.9. Send all returned keys to the Locksmith.
- 6.4.10. Inform the Locksmith of separated faculty, staff and students that are programmed into Public Safety managed Omni Locks for code removal.
- 6.5. The Locksmith will:
 - 6.5.1. Cut all university keys as authorized by the Key Control Coordinator.
 - 6.5.2. Sequence all Everest keys to provide for tracking and replacement needs.
 - 6.5.3. Repair and/or replace any bent, broken or worn out keys.
 - 6.5.4. Program all Public Safety managed Omni Locks. Provide each Omni Lock with a Public Safety master code and fulfill the needs of the requestor.
 - 6.5.5. Audit all Public Safety managed Omni Locks for administrative officers and Public Safety when requested.
 - 6.5.6. Administer Campus Door Hardware Specifications. Operate in conjunction with Facilities Planning and Construction, Facilities Services, and outside vendors to verify that all door hardware meets with campus standards.
- 6.6. Authorized Key Holders will:
 - 6.6.1. Keep key(s) in their custody at all times.
 - 6.6.2. Not transfer or allow use of keys unless authorized to do so by the responsible administrative officer.
 - 6.6.3. Report lost keys immediately to the appropriate administrative officer and the Key Control Coordinator on the Lost Key Report form (Appendix 8.3.).
 - 6.6.4. Report stolen keys immediately to the appropriate administrative officer and the Key Control Coordinator. If keys were stolen off campus, provide a copy of governing agency police report number. If keys were stolen on campus, contact Public Safety.
 - 6.6.5. Return keys to Key Control on the day of transfer to another department or separation from the University.

6.7. Requesting Units/Departments will:

- 6.7.1. Consult with Locksmith, as necessary, prior to preparing procurement document(s) for the purchase of any locking device.
- 6.7.2. Prepare a purchase requisition and the Public Safety Work Request form (Appendix 8.5.). A separate Public Safety Work Request form must be attached to each purchase requisition.
- 6.7.3. Obtain appropriate expenditure approval for all purchases.
- 6.7.4. Submit all forms to Public Safety/Lock Shop for review and approval.

6.8. The University Cashiers Office will:

- 6.8.1. Collect charges for lost or stolen keys per Appendix 8.6.
- 6.8.2. Place a hold on registration and records for those students identified by Key Control as having outstanding keys. The hold will be released at the time the lost or stolen key charges are paid.

6.9. Business Financial Services/Accounts Receivable will:

- 6.9.1. Invoice separated employees for monies owed to the University for outstanding keys.
- 6.9.2. File an offset claim against funds owed to the employee by another state agency including the State Franchise Tax Board, when these charges are not paid.

7.0. PROCEDURES:

7.1. Key Issue and Return

- 7.1.1. The administrative officer or the requesting department will sign and submit the Key Request card (Appendix 8.1.) to Key Control. This request shall include the building name, room number and key number. For equipment or furniture the state tag number and the number stamped on the lock is required.
- 7.1.2. No rubber stamp signatures will be accepted.
- 7.1.3. Keys will be issued to graduate students, undergraduate students, student assistants, and research assistants enrolled in the current quarter at the time the Key Request card is submitted to Key Control. A student identification number and appointment expiration date are not to exceed three years.

- 7.1.4. Keys will be issued to faculty and staff who currently are employed at CSULA (state employee). The employee ID number is required on the Key Request card.
- 7.1.5. Keys will be issued to University Auxiliary Services (UAS) employees. An employee identification number must be provided on the Key Request card.
- 7.1.6. Only one key or set of keys will be issued per individual. Each Key Request card must bear the name and Employee/Student Identification Number of the individual responsible. Multiple copies of the same key will not be issued to a single individual.
- 7.1.7. Key Control will retain the original Key Request card and issue the requested key(s) to the authorized key holder.
- 7.1.8. The authorized key holder, with valid picture identification, will pick up the key(s) in Key Control and sign the Key Request card (Appendix 8.1. and 8.2., as appropriate).
- 7.1.9. The authorized key holder will return all university keys to Key Control on the day of separation from the University or on the day of transfer to another department.
- 7.1.10. The Key Control Coordinator will verify that the keys listed on the Key Request card have been returned by the faculty and staff and sign the Separation form (HRM 351A). This includes signoff on any prospective electronic version of the Separation form. Keys not returned will be identified, and the separating faculty or staff will be advised of the charges owed for these keys.
- 7.1.11. Key Control will report to Business Financial Services/Accounts Receivable names of separating employees who have not paid charges owed for outstanding keys. Business Financial Services will invoice separated employees for monies owed for outstanding keys. Accounts Receivable may file an offset claim against funds, which may be owed to the employee by another state agency including the State Franchise Tax Board when these charges are not paid.
- 7.1.12. Key Control will report to the University Cashiers Office names of students with outstanding keys. The Cashiers Office will place a hold on registration and records of these students. The hold will be released at the time the lost/stolen key charges are paid.
- 7.1.13. Faculty separating under Faculty Early Retirement Program (FERP), who will need to keep his or her key(s), must provide Key Control with a copy of the

Employee Transaction Form (ETF), confirming their new status as FERP. In addition, they must complete a new Key Request card. This process can be transacted only by the Key Control Coordinator.

7.2. Key Replacement and Facility Rekeying

- 7.2.1. Lost or stolen keys must be reported immediately to the appropriate administrative officer and Key Control. A Replacement/Lost Key Report form (Appendix 8.3.) also must be completed. The form must be signed by the appropriate administrative officer and hand-carried to Key Control.
- 7.2.2. For *each* lost/stolen key, charges will be accessed per Appendix 8.6. Charges are payable to the University Cashier.
- 7.2.3. The administrative officer will indicate on the Replacement/Lost Key Report form if rekeying is required. Replacement keys will be requested via the Key Request card (Appendix 8.1. or 8.2., as appropriate). The administrative officer will provide Key Control a Public Safety Work Request form with an account number. Public Safety may require a rekey of the area. This rekey will be determined by the number of lost keys, the type of key lost, or if it is determined the area in question is at risk for safety or theft. The cost of the rekey will be charged to the department responsible.

8.0. APPENDICES:

- 8.1. Key Request card, F-41 (4095).
- 8.2. Master Key Request card.
- 8.3. Replacement/Lost Key Report, (2940).
- 8.4. CSULA Key Receipt form, (2942).
- 8.5. Public Safety Work Request form.
- 8.6. Lost/Stolen Key Replacement Charges.



KEY REQUEST
(SUBMIT IN TYPED OR HANDWRITTEN FORMAT)

Please issue to: _____
Last First

Department: _____ Ext. _____

Employee/Student ID # _____

Circle one: Faculty Staff Student Student Appointment Dates: _____ to _____
(M/D/Y) (M/D/Y)

Requested By: _____ Date: _____
Last First Extension

Authorized By: _____ Date: _____

Keys to the following:

(Lock-shop Use Only)

Department Sub-master: _____

Bldg Entrance Key to: _____

Bldg & Room # to: _____

State tag #: _____

(Office furniture)

Wall Cabinets in Bldg & Room # to: _____

Padlock/Gate Area to: _____

Other (specify): _____

INSTRUCTIONS FOR COMPLETING KEY REQUEST

1. Fill out request with complete name, Employee or Student ID Number, department, date and extension.
The authorized signature must include a First and Last name (initials or stamped signatures are not acceptable.)
2. There is a four (4) key maximum on each key request card.
3. Request keys in accordance with Administrative Procedure #403 and the following guidelines:
 - a) For room keys, specify building and room number (s). (NOT A KEY NUMBER)
 - b) For equipment such as desk, file cabinets, etc. specify tag number.
 - c) For wooden cabinets without state tag number, specify building and room number of location.
 - d) For padlock, specify Code number (if applicable) gate, or area.
 - e) Incomplete Key Request cards will be returned to department for completion.
 - f) Purchase Key Request/Form 41 cards from Campus Stores, Bung. X , 3-3740.
 - g) Appropriate identification such as, picture I.D. is required at time of key issuance/pick-up.

RULES GOVERNING KEY USE

I hereby acknowledge receipt of the key(s) listed on the attached card. I agree to comply with the following stipulations:

1. I will be fully responsible for the use and return of the key(s).
2. The key(s) will not be loaned, given, or traded with anyone under any circumstances.
3. I must **immediately** report the lost/stolen key(s) to Key Control, Public Safety Bung. C, and complete a Replacement/Lost Key Report form.
4. I will pay the charges current at the time the Replacement/Lost Key Report form is completed, not to exceed \$125/lost/stolen key.
5. All keys are university property and must be returned to Public Safety Key Control when need for access has ceased, upon obsolescence of key, and upon termination of employment or transfer to another department.
6. As faculty/staff, I am aware that failure to return key(s) may result in an offset claim being filed against funds which may be owed to me by another state agency including the State Franchise Tax Board.
7. As a student, I am aware that failure to return key(s) will result in a hold being placed on my registration and records.
8. Penal Code Section 469 prohibits unauthorized duplication of keys, possession of keys duplicated illegally, and non- authorized possession of state keys.

Full Signature

Date



MASTER KEY REQUEST
(SUBMIT IN TYPED OR HANDWRITTEN FORMAT)

Please issue to: _____

Department: _____ Last _____ First _____ Ext. _____

Employee ID # _____ Circle one: Faculty Staff

Keys to the following:

(Lock-shop Use Only)

Master Key(s): _____
Indicate building & key number

AUTHORIZED BY:

Vice President of Division _____ Date _____ Extension _____

REQUEST PREPARED BY:

Name (Last, First): _____ Date _____ Extension _____

Dept. Name: _____ Date _____ Extension _____

Received By:

Signature _____ Date _____

INSTRUCTIONS FOR COMPLETING MASTER KEY REQUEST

4. Fill out request with complete name, Employee ID Number, department, date and extension.
The authorized signature must include a First and Last name (initials or stamped signatures are not acceptable.)
5. There is a four (4) key maximum on each key request card.
6. Request keys in accordance with the Administrative Procedure #403 and the following guidelines:
 - a) For Master keys, specify Building and key number.
 - b) Purchase Master Key Request/Form 41 cards from Campus Stores, Bung. X, 3-3740.
 - c) Appropriate identification, such as picture I.D., is required at time of key issuance/pick-up.
7. For REKEYING locks, please complete a Facility Work Request/Form 40, attach Key Request Card(s) and send to Key Control, Public Safety, Bung. C, 3-3700.

RULES GOVERNING KEY USE

I hereby acknowledge receipt of the key(s) listed on the attached card. I agree to comply with the following stipulations:

9. I will be fully responsible for the use and return of the key(s).
10. The key(s) will not be loaned, given, or traded with anyone under any circumstances.
11. I must **immediately** report the lost/stolen key(s) to Key Control, Public Safety, and complete a Replacement/Lost Key Report form.
12. I will pay **\$200** at the time the Replacement/Lost Key Report form is completed.
13. All keys are university property and must be returned to Public Safety Key Control when need for access has ceased, upon obsolescence of key, and upon termination of employment or transfer to another department.
14. I am aware that failure to return key(s) may result in an offset claim being filed against funds which may be owed to me by another state agency including the State Franchise Tax Board.
15. Penal Code Section 469 prohibits unauthorized duplication of keys, possession of keys duplicated illegally, and non- authorized possession of state keys.

Full Signature

Date

REPLACEMENT/LOST KEY REPORT

(Please Print)

NAME OF EMPLOYEE/STUDENT _____ ID NUMBER _____

DEPARTMENT _____ EXTENSION _____

EMPLOYEE'S/STUDENT'S ADDRESS _____

RESIDENCE PHONE _____

WERE THE KEYS STOLEN? _____ POLICE REPORT NUMBER _____

DATE OF OCCURRENCE _____

BUILDING AND ROOM NUMBER(S)

DESCRIBE LOSS OF KEYS (WHAT HAPPENED):

WHEN DID YOU NOTIFY YOUR DEPARTMENT? _____

DO OTHER EMPLOYEES HAVE THESE SAME KEYS? _____

IF SO, WHEN DID YOU NOTIFY EMPLOYEES OF KEY(S) LOSS? _____

To the best of my knowledge the information above is correct.

SIGNATURE OF EMPLOYEE/STUDENT DATE

ADMINISTRATIVE OFFICER DATE REKEYING REQUIRED? _____

OFFICE USE ONLY

AMOUNT OF CHARGES _____ DATE CHARGES PAID _____

NEW KEY(S) ISSUED? _____ DATE NEW KEYS ISSUED _____

SEPARATING EMPLOYEE? _____

CASHIERS PERSONNEL _____ DATE _____

PUBLIC SAFETY PERSONNEL _____ DATE _____

Lost/Stolen Key Replacement Charges

Building entrance, classroom, lab and office doors:

\$25.00 per cylinder to rekey the affected area, plus \$2.00 per key for each replacement key needed (e.g., a total of 4 employees have the same lost/stolen key; charges for replacement keys, which are paid by the employee who reported the lost/stolen key, are \$8.00). Total charges, to include rekeying, are not to exceed \$125.00.

Grand masters, building masters and department masters will be replaced at a cost of \$200.00 per key.