

KEY AND LOCK CONTROL PROCEDURES POLICY

Randolph College

Purpose and Scope:

These procedures are established to regulate issuance, control, accountability, and return of all keys under the master key system utilized by Randolph College in order to control access and security of all College buildings and facilities, including interior and exterior spaces, devices or mechanisms.

Statement of Policy and Oversight:

It is the duty of Randolph College to provide students, faculty, staff and contractors with a safe and secure environment to the best of its ability. The responsibility and oversight of this Key and Lock Control Procedures Policy rests with the Department of Safety and Security (DSS), under the authority of the Vice President for Finance and Administration.

Approving Authorities:

The authority of approval of a College key request* for all non-master keys and lock cores rests with the Director of the Department of Safety and Security. Master and off-master key and lock core requests must be approved by the Vice President for Finance and Administration, or designee (senior staff level only), prior to production and issuance. Authority to duplicate or produce keys and lock cores rests with the DSS in conjunction with the Department of Buildings and Grounds, who authorizes a designated employee to duplicate or produce keys and lock cores from a key request and work order subsequently generated by a representative of the DSS.

* Key request form may be found at this link on the Randolph College Portal:

<http://www2.randolphcollege.edu/security/default.asp?action=form>

Authority and Responsibility of Key Recipients:

Once a College key request is received, approved, and the duplication or production of a key or keys has been completed, the requestor will be notified (a process taking no more than three business days). The Reception and Information Desk in Main Hall lobby will receive the key(s) from Buildings and Grounds (B & G) and log the key number(s) and access location(s) on a key inventory card. The requestor will sign the inventory card, accepting responsibility for possessing a College key. (An example of a Key Inventory Card is displayed on page 4 of this document.)

Individuals having custody of College keys are authorized to use them for access to exterior and/or interior work spaces, meeting rooms, dormitory rooms (following existing residence life policies), storage spaces, padlocks, etc. Faculty and staff employee keys are presumed to be issued on a permanent basis and should be retained by the employee to whom they were issued at all times.

Lost or stolen keys must be reported to the DSS immediately. This may be accomplished by calling the Reception and Information Desk 24/7 at 434-947-8000. Upon receiving notice of key loss or possible compromise of a College space due to loss or theft, DSS will contact a B & G representative for action, which may include:

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1. Replacement of all affected lock cores.
2. Re-issuance of keys to allow access to the affected area(s).
3. Assess financial impact of the lock core, key replacement, materials and associated labor costs, as determined by the Director of Buildings and Grounds, and the Director of the Department of Safety and Security. *(Also see section on Current Key and Core Charges.)*
4. Discuss with VP for Finance and Administration financial accountability of department responsible.

All controlled keys and lock cores remain the property of Randolph College. Any employee, who ends employment with the College, whether voluntarily or involuntarily, must surrender all College property/keys to a representative of Human Resources during the exit interview process. Human Resources will deliver all keys collected to the DSS, for secure storage and potential reissue to new employees.

Obsolete, outdated or unneeded keys must be returned to the DSS via the Reception and Information Desk. Returned keys will be properly signed off on the individual key holder's inventory card by date and initials. This will clear the employee of the responsibility for the key or keys, and the liability of the department in which the employee works. Such keys are returned to secured inventory with DSS or B & G, for safe keeping or disposal.

Master keys and key rings used by DSS and B & G employees during work hours shall remain secured on campus after work hours and may not be taken home. This will reduce the College's exposure to unauthorized access or possible loss.

General Conditions:

Randolph College property, except office equipment, should be secured by locks having the capability to be cored and keyed to the College master key system. Exceptions must be approved by the DSS and the Vice President for Finance and Administration, or designate (senior staff level). Keys must not be duplicated by anyone other than an authorized College employee. Procurement of the assistance of a bonded locksmith (licensed to do business in the Commonwealth of Virginia) not employed by the College, but authorized to duplicate or perform locksmith services at Randolph College, is allowed with permission from the Director of the Department of Safety and Security, and the Director of Buildings and Grounds.

Vendor/Contractor Access to College Areas:

Vendors and contractors needing access to areas of the College (telephone, elevator, vending, fire safety, and building contractors) may be issued keys through the B & G office, with proper approval. Loss or misuse of such keys will require the College to take appropriate action(s) to protect assets. Replacement of lock cores, keys and related costs will be the responsibility of the vendor or contractor causing the issue.

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Sanctions:

Failure to report lost or stolen keys or possession of a duplicated or unauthorized key will result in appropriate disciplinary action.

Key Control Procedures:

To Request Keys, Change Locks, or Transfer Responsibility:

- A. Access the Key Request form at
<http://www2.randolphcollege.edu/security/default.asp?action=form>
- B. Complete the electronic form and submit for approval.
- C. A representative of the Department of Safety and Security receives the request - Director of Safety and Security approves request for non-master key(s) - forwards request with Work Order to Buildings and Grounds for action (produce/cut key or keys).
Note: Master and off-master key and/or core requests require the approval of the Vice President for Finance and Administration, or designee (senior staff level only). The Department of Safety and Security will facilitate this process.
- D. When the key request is fulfilled, the key(s) is delivered to the Reception and Information Desk in Main Hall. The requestor is notified that the key(s) is ready to be picked up.
- E. The individual requesting the key(s) signs a key inventory card containing details of the key(s) and policy information. Key is issued.
- F. The Department of Safety and Security (DSS) retains key inventory cards and key information for all employees and students.
- G. A database is being developed by DSS to allow electronic and physical capture of key control records. This will also permit regular reports to be distributed to individual departments for key inventory and possession.
- H. Key transfers are permitted. However, to maintain accountability, proper inventory control, and avoid mistakes, a key request should be initiated as soon as possible. The transfer of keys must be properly recorded, and no key exchanges should take place without being documented by DSS.
- I. Any submitted key request form that is incomplete will be returned to the requestor for additional information prior to submission for approval.

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Current Key and Core Charges:

New Individual Room or Office Core or Recombination Core Request - \$50.00

New Individual Room or Office Key (lost) - \$50.00 replacement fee

Exterior Building Key (lost) - \$250.00 plus cost to re-key affected locks

Key Replacement Due to Wear or Unintentional Damage – No charge

Core Replacement Due to Wear or Unintentional Damage – No Charge

All key blanks and materials furnished by Buildings and Grounds, or an approved locksmith.

Policy Review and Update:

Periodic review of this policy by the Director of the Department of Safety and Security and the Director of Buildings and Grounds should occur as campus facilities are updated and physical security assessments are performed. Exploration of new physical security products may be suggested periodically and reviewed with the Vice President for Finance and Administration.

**Image of Key Inventory Card on following page.

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Last Name

First Name

Middle Name

AGREEMENT: My signature below acknowledges receipt of and full responsibility for the issued key(s) noted on the back, and the understanding that any key issued remains college property solely provided for my use as the key holder. I understand that keys 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 Security Office. I agree to return keys as required at the end of each academic year (students), upon separation from the college, or upon room/office transfer or request of the college. Lost, stolen, damaged, or unreturned keys will have the following fees assessed as provided in the college Key Control Policy and Procedures; \$50 personal fine for individual room or office key, \$250 personal fine for exterior building key, and the cost to re-key affected locks will be billed to the department budgets for master and sub master keys.

Signature

Date

By my signature I have acknowledged receipt of and full responsibility for the keys issued to me by the college and the understanding that any key issued remains college property solely provided for my use as the key holder. I understand that keys may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer and 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 Security Office.

(Over)

Key Number	Description	Date Issued	Issued By	Date Received	Returned By

I agree to return keys as required at the end of each academic year (students), upon separation from the college, or upon room/office transfer or request of the College. Lost, stolen, damaged, or unreturned keys will have the following fees assessed as provided in the college Key Control Policy and Procedures; \$50 personal fine for individual room or office key, \$250 personal fine for exterior building key, and the cost to re-key affected locks will be billed to departmental budgets for master and sub master keys.