KEY POLICY
University of Minnesota

July 2006

Introduction

The University of Minnesota considers the safety of its students, staff, faculty, visitors and property to be of paramount importance and believes that key control is a major component of a comprehensive, University wide, security program.

It is the responsibility of each key holder to ensure that such procedures are followed and to maintain the security of University buildings and facilities to which they have access.

This Key Policy and Procedure is intended to provide general operating guidelines needed to protect personnel and facilities while also ensuring authorized access to those areas and facilities necessary for the efficient performance of normal/routine duties and responsibilities. Implementation and administration of this policy is the responsibility of the Department of Central Security (DCS) and Public Safety.

Scope

This policy applies to all faculty, staff, students, visitors, vendors and contractors requesting access to any University of Minnesota facility or area/room located therein.

GENERAL KEY POLICIES

A. Ownership of Keys:

All keys to University of Minnesota facilities are the property of the University. The Department of Central Security (DCS) is the authorized custodian for all keys.

B. Administration of the Key System

The Department of Central Security’s Locksmith Services is responsible for the overall administration of the campus key system. It is responsible for the following:

1. Installation and maintenance of all interior and exterior door keys and cores.
2. The manufacture and issue of all keys.
3. Maintenance of accurate controls and records to provide accountability for all keys.
4. Establishment of procedures to govern issue and control of keys.

5. Maintain and update key information in University Building Fire Lock boxes.

C. Department Responsibility

Each University department's Dean, Department Head or Director is responsible for designating a Department Access Coordinator (DAC). Department Access Coordinator’s should implement procedures and maintain secondary records to control and account for keys that they have distributed to University employees. Department Access Coordinator’s have the responsibility for collecting keys from individuals upon their departure from the University or if transferring from one department to another and for reporting lost keys.

If it becomes necessary to replace one or more locks either because of a lost master key or the loss of a significant number of sub-master or individual keys, the expense of re-keying will be the responsibility of the Department who issued the lost key.

D. Individual Responsibility

Individuals may use keys only in their official capacity for the University. All keys will be returned to the Department Access Coordinator upon termination or departure from the University.

E. Duplication

Duplication or reproduction of keys by anyone other than the Department of Central Security’s Locksmith Services is prohibited.

GENERAL PROCEDURES FOR UNIVERSITY KEYS

A. Requests for University Keys

Keys will be made by the Department of Central Security Locksmith Services upon receipt of a key request form. This request can be submitted online with a link from the DCS website at: http://www1.umn.edu/dcs/. All key requests must be initiated on the proper key request form found on the Department of Central Security website and submitted in advance of the date needed. Requests may take up to 10 days to process. Failure to have proper authorization will result in keys not being issued and the request being returned to the requesting department. There will be a $4.00 charge for each new Best key and a $6.00 charge for each new Medeco key.
B. Authorization of Keys

Keys for department use will require the authorization of the responsible Dean, Department Head, Director or the Department Access Coordinator for that particular department. The Dean, Department Head or Director must designate that the Department Access Coordinator is eligible to approve key requests before the Department Central Security will honor that individual.

C. Manufacture of Keys

The Department of Central Security’s Locksmith Services will make all keys once a completed form has been received. The key will be issued in the name of the department with the Department Access Coordinator listed as the custodian for the key.

D. Primary Records

The Department of Central Security’s Locksmith Services will maintain the primary records for all keys issued. Records, at a minimum, will include the following information for each key issued:

- Key Number
- Building(s)
- Room(s)
- Department
- Department Access Coordinator
- Date

On an annual basis, the Department of Central Security’s Locksmith Services will prepare a list of those keys issued. This list will be distributed to the Department Access Coordinators for verification of the records. Any corrections to the primary records will be made by the Department of Central Security’s Locksmith Services based on the information provided by Department Access Coordinator. While this must be done on an annual basis, an individual department can request a list of all keys issued in its name at any time.

E. Secondary Records

Each Department Access Coordinator will have the responsibility for those keys which have been issued to a particular department. This responsibility includes proper maintenance of the key distribution records. These records will allow keys issued to a particular department to be transferred among individuals in that department without involvement of the Department of Central Security’s Locksmith Services and will include the following information:
Department
Key Number
Building(s)
Room(s)

Issued to
Issue date
Received by
Return date
Returned to DAC

These records or their computerized adaptation will be subject to review by the Department of Central Security’s Locksmith Services during both routine and surprise audits of a department's key control records.

F. Return of Campus Keys

Department Access Coordinators are responsible for collecting keys from individuals upon their departure from the University. Excess keys should be monitored and returned to the Department of Central Security’s Locksmith Services when no longer needed. Excess and unnecessary keys in circulation create a liability to the individual departments.

G. Lost/Stolen Keys

In the event that a key is lost, the Department Access Coordinator should report the loss immediately to the Department of Central Security’s Locksmith Services. The Department Access Coordinator must make individuals in his/her department aware that lost keys should be reported immediately. To obtain a replacement key, a new Key Request must be completed. Stolen keys need to be reported to the Department Access Coordinator and the University Police immediately. A police report is then provided to the Department of Central Security’s Locksmith Services; however, anyone filing a false police report will be subject to discipline and/or criminal charges. If it becomes necessary to replace one or more locks either because of a lost master key or the loss of a significant number of sub-master or individual keys, the expense of re-keying will be the responsibility of the Department who issued the lost key.

H. Worn or Broken Key

A replacement for a worn or broken key will be provided by exchange for the defective key. The Department Access Coordinator should simply notify the Department of Central Security’s Locksmith Services of the problem and turn in the defective key when picking up the replacement. There will be a $4.00 charge for each new Best key and a $6.00 charge for each new Medeco key.
I. Key Duplication

All keys are marked "UofM, Do Not Duplicate". The exception is the Medeco key series issued by the University’s Department of Central Security’s Locksmith Services will not be stamped “UofM”. It is strictly prohibited to attempt to have any University key duplicated.

J. Keys for Service Personnel

Keys for maintenance services and contract employees are to be issued on an individual basis. At the end of the work day, each employee’s ring of keys will be secured in a locked key cabinet. Contractor’s working with the University will need to post a bond in order to be provided keys to University facilities. Contractors who lose or fail to return assigned keys will be financially accountable for the cost of lock changes that are required.

K. Department Use of Keys

Groups of keys may be provided to a Department Access Coordinator for local issue to students and other temporary uses provided the department supplies the Department of Central Security’s Locksmith Services with evidence of an acceptable key record/retrieval system in the form of a written procedure and policy within their department.

L. Ordering Grand Master & Master Keys

The Department of Central Security restricts the issuing of Grand Master and Master keys to University Departments starting July of 2006. Grand Master and Master keys will be issued only to Fire Lock boxes. All other requests for Grand Master and Master keys will be reviewed by the Department of Central Security’s Assistant Director and Locksmith services. To maintain the integrity of our University Key system departments requesting Grand Master and Master keys will be issued Sub-masters in lieu of Master keys. In the event a Grand Master and Master key is required and passes review, the Dean, Department Head or Director must provide a signed letter on their department’s letterhead. The letter will require the reasoning for the key, acknowledgement of the responsibility for re-keying the area affected if the Grand Master or Master Key is stolen or lost and a billable EFS account number.

M. Ordering Card Reader Override Keys

The Department of Central Security restricts the issuing of card reader override keys. All external card readers will only be issued three override keys; 1) to BSAC, 2) to the Fire Department lock box, and 3) to the designated building manager. Internal card readers will be issued two override keys; 1) to the Fire Department lock box, and 2) to the designated building manager. Starting January 1, 2011, all card reader override keys will be keyed to the Medeco key series.
All other requests for card reader override keys will be reviewed by the Department of Central Security’s Assistant Director and Locksmith services. In the event an override key is required and passes review; the Dean, Director, or Department Head must provide a completed Card Reader Override Key Authorization Form on their department’s letter head. The form will require the reasoning for the key, acknowledgement of the responsibility for re-keying the area affected if the override key is stolen or lost, and a billable EFS account number.

N. Key Policy Violations

The following acts are examples of violations of the key policy:

- Loaning Keys
- Transfer of keys without authorization
- Duplication of keys
- Altering keys, locks or mechanisms
- Damaging, tampering or vandalizing any university lock or hardware
- Propping open secure doors
- Admitting unauthorized individual(s) into a university building
- Failure to return a key when requested by the Department of Central Security or Public Safety, the issuing department, or upon leaving the university.
- Failure to report missing or stolen keys

O. Fire Lock Boxes

The Department of Central Security is responsible for maintaining Fire Lock Boxes for all University Buildings. Fire Lock Box information is confidential and maintained in The Department of Central Security and Minneapolis/St. Paul Fire Departments only. The Department of Central Security will audit the fire lock boxes annually, during this audit the box will be inspected for damage, cleaned, keys inventoried and records updated or verified. The Department of Central Security will work with Minneapolis/St. Paul Fire Departments for adding or deleting keys. Keys in the lock boxes will be color coated for easy identification by fire personnel. The Department of Central Security will provide yearly updates to Minneapolis/St. Paul Fire Departments.

P. Department Access Coordinator Training

The Department of Central Security will provide Department Access Coordinator training monthly or on as needed bases for new Department Access Coordinators. The Department of Central Security will also provide refresher training to Department Access Coordinators based on their need.