

STOCKTON UNIVERSITY



PROCEDURE

Keys to University Property

Procedure Administrator: Associate Vice President of Operations

Authority:

Effective Date: February 28, 1977; August 26, 1980; October 8, 2009; November 23, 2010

Index Cross-References:

Procedure File Number: 6810

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE

- A. To establish procedures which will provide for the protection of University property and for faculty/staff to obtain keys or electronic access/identification cards to gain authorized access to appropriate University property.

II. RESPONSIBILITIES

Responsibility is assigned to the Lock Shop Crew Supervisor for keys, key records, duplicate keys and the issuing of original keys or replacements for all University buildings and equipment.

Signatures of employees acknowledging receipt, will be obtained for each key issued by Plant Management. Personnel transferred to new locations on campus will return or be charged for any lost keys prior to issuing keys to the new office or area. Employees terminating service, with the University will surrender keys or be charged for replacements. Normally this will be part of the exit process, accomplished when identification cards, etc. are surrendered. The issuance of final pay checks may be delayed pending the return of University property.

Master Keys will be issued only after written approval is received from the budget unit head of the area involved.

One Key to any locking device used on campus will be furnished to Plant Management. With the key, information should be provided covering item, lock number, and location. This key will become the master key held by Plant Management to insure future access to the locking device.

III. DEFINITIONS

- A. Electronic Access: Operation of electronic lock with the use of the University issued ID.
- B. Master Key: Any assigned electronic access card/key that opens multiple doors and/or doors outside departmental area.
- C. Emergency: A situation that requires police assistance due to threat to life, property, of safety.

IV. FORMS

- A. Employment Verification for Lost or Stolen Electronic Access/Identification Cards.
- B. Access Request Form

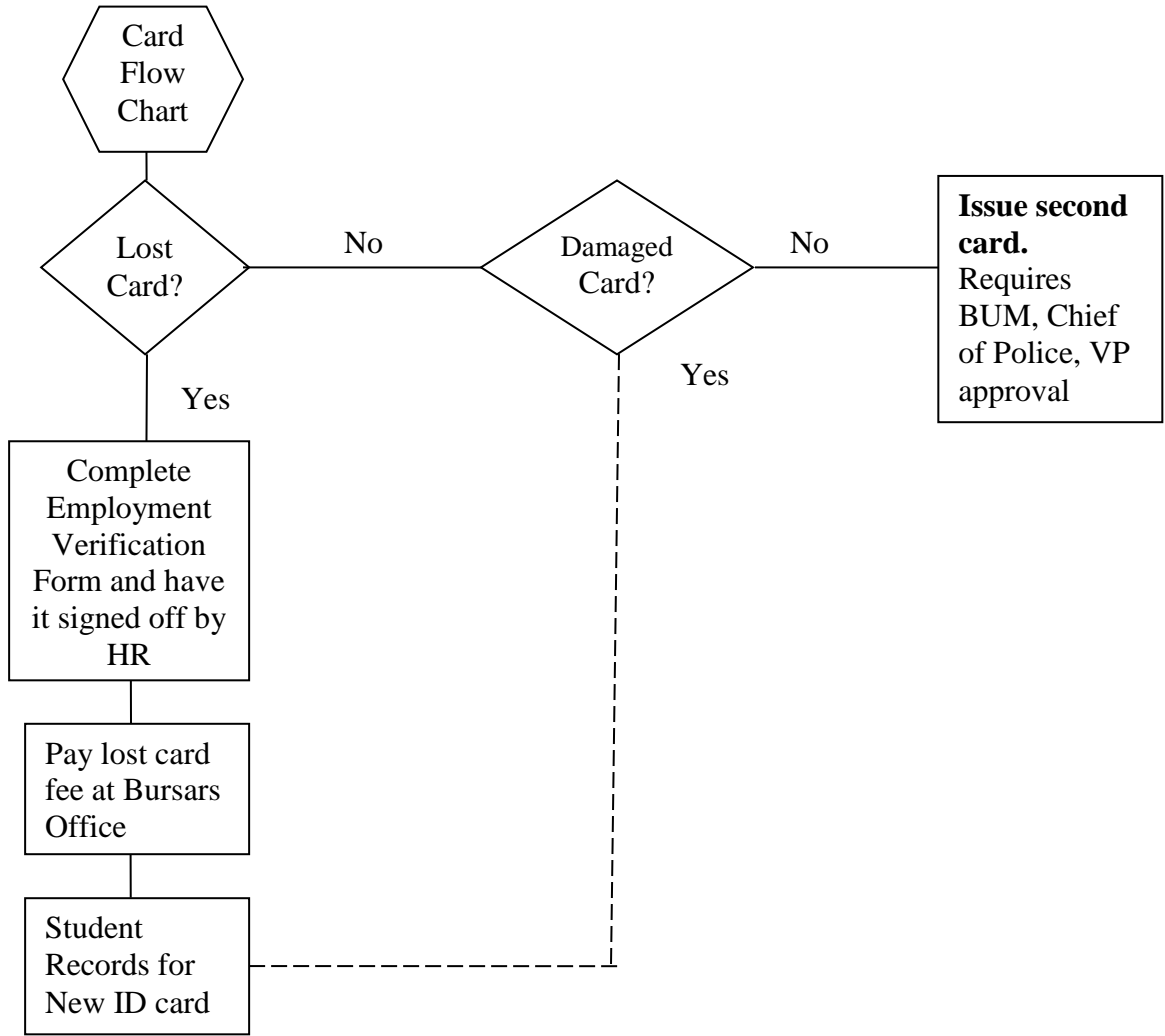
V. PROCEDURE

- A. Keys and/or assigned electronic access/identification cards are available for employees, including temporary and student employees, so they may have access to their office or work areas. This includes entrance doors to the wing. If keys or an assigned electronic access/identification card is needed for other areas within the budget unit, then proper authorization for access to that area must be obtained from the *Budget Unit Manager & Chief of Campus Police* prior to the issuance of keys(s) or assigning electronic access/identification cards. (Complete Access Request Form).
- B. Faculty/staff requiring access to University buildings during times when they are not normally open may request keys and/or an assigned electronic access/identification card to the outside building doors. All requests must be approved by the *Budget Unit Manager & Chief of Campus Police*. Once approved these requests can be forwarded directly to the *Office of Plant Management*. (Complete Access Request Form).
- C. In the event an employee needs to gain access to additional areas in accordance with (a), (b), or (k) then an Access Request Form must be submitted to the *Office of Plant Management*. The form can be obtained from the *Office of Plant Management* (Building 70) or under Plant Management e-forms on-line.
- D. Keys are issued at the *Office of Plant Management* (Vera Ferris King Drive, off Pomona Road) during normal *Plant Management* business hours (7:30AM-4:00PM). Electronic access/identification cards are issued at the Registrar's Office.

- E. For employees leaving one office area for another, no new keys and/or assigned electronic access/identification cards will be issued until the *Office of Plant Management* receives proper authorization from *Budget Unit Manager*, and previously held keys and/or assigned electronic access/identification cards are turned in to the *Office of Plant Management*.
- F. Damaged or non-functioning electronic access/identification cards will be replaced free of charge providing that the damaged card is surrendered to the Registrar's Office.
- G. Lost or stolen electronic access/identification cards should immediately be reported through ManageMyID.com. Employees who do not have an email account should contact the Campus Police for assistance. Once the card has been reported to ManageMyID, employees will need to:
 - 1. Complete the Employment Verification for Lost or Stolen Electronic Access/Identification Card form. The form can be obtained from Human Resources or on-line under Human Resources e-forms.
 - 2. Take the completed form with appropriate photo identification to Human Resources.
 - 3. After Human Resources approves and stamps the form, take the form to the Bursar's Office and pay the \$25.00 replacement fee.
 - 4. Once payment has been made and the form has been signed/stamped by the Bursar's Office, take the form to the Registrar's Office to obtain a new card.
- H. Lost keys typically necessitate lock change(s). Lost key(s) are to be reported immediately to the *Campus Police Department*, *Budget Unit Manager*, *Director of Plant Management*, and *immediate supervisor*. If a *Budget Unit Manager* or the *Chief of Campus Police* makes a request for lock change(s) the cost of such change(s) will be borne by the unit so affected.
- I. When buildings are closed, *Campus Police* may admit individuals in emergency situations who have been properly identified and who have a legitimate business to be allowed in the University buildings. Offices will not be opened unless the individual desiring admission is specifically assigned to that area/room.

- J. Area access via a master key within a department but across budget units within the division requires approval of the appropriate *Vice President/Provost* and the *Chief of Campus Police Department*. Area access across divisions/departments requires the authorization of the *Chief of Campus Police Department* and the *Vice Presidents* of both divisions. The only exceptions are authorized staff from *Campus Police, Plant Management, Computer Services, and Telecommunication Services* who may be granted general access by the Vice President for Administration and Finance or his designee. (Complete Access Request Form).
- K. Employees separating from employment status with Stockton University must surrender their key(s) and electronic access/identification cards to the *Office of Plant Management*.

Flow Chart for Electronic Access/Identification Card



Approval History:

	Date
President	11/23/10