

# Montana Tech

## KEY CONTROL POLICY

September 2015

### 1. PURPOSE

Montana Tech shall provide facilities access and security procedures to assist key holders in maintaining the security of Campus facilities. It is the responsibility of each key holder to comply with Montana Tech's Key Control Policy. Key holders are responsible for physically securing access points upon entering or leaving a room or facility after normal operational hours.

### 2. BUILDING ACCESS

The buildings and facilities of Montana Tech are available for general use by campus employees and students for educational purposes. Under normal circumstances, the buildings will be opened (outside doors unlocked) for business, scheduled activities, classes, labs and library hours, as required. In accordance with this Policy, after-hours access to the buildings may be gained via the use of a building key, an electronic key card, or by calling Security.

### 3. GENERAL PROVISIONS

- 3.1 All keys are issued by the Montana Tech's Physical Facilities and shall remain the property of Montana Tech.
- 3.2 This key policy is in effect for all key holders and will be equally enforced for all key-holders.
- 3.3 All students and personnel living in Residence Halls, Campus apartments, or Campus dwellings will be covered by this policy, as well as by the provisions provided for in the Residence Life Office Key Policy.
- 3.4 Campus Security and Physical Facilities shall have access to all areas, to include special rooms keyed off of the building master, unless provided for by special provisions.
- 3.5 The Physical Facilities Lock Shop shall have access to all areas on campus and shall be the only department or individuals allowed access to the "Best System" cores, keys and data base system.
- 3.6 It is a violation of this policy to attempt or to have any Montana Tech keys duplicated by anyone other than the Physical Facilities Lock Shop personnel. Montana Tech Security and Physical Facilities personnel will have the authority to confiscate any unauthorized or duplicated key(s). Any persons in violation of this policy may have their key issuance privileges revoked.

- 3.7 It is a violation of this policy to change, add to, or alter any Campus approved and installed locking system by anyone other than Physical Facilities personnel. This includes the installation of hasp and padlock or privately supplied locking devices. These devices will be removed and the department or individual responsible for the room will be charged for all incurred costs.
- 3.8 All special “high” security situations involving special security measures will be coordinated between the entity requesting special security, Campus Security, and Physical Facilities.
- 3.9 A key inventory audit list will be periodically issued by Physical Facilities to each department. It will be the department’s responsibility to conduct a physical inventory of each person’s key(s) on their audit list. It is also the department’s responsibility to return this audit list to Physical Facilities in a timely and accurate manner. When departments do not comply, they will be referred to the appropriate Vice Chancellor or the Chancellor for follow up.

Keys will not be issued to a department (or individual) if the current key inventory audit has not been returned to Physical Facilities within the time-frame indicated on the inventory memo and/or until the Audit is corrected.

#### 4 KEY REQUESTS AND ISSUANCE

The holder of a key to any Montana Tech facility assumes responsibility for its use and safekeeping. It is understood that the key will not be loaned, transferred, or made available by any other means to unauthorized persons.

- 4.1 University Employee Procedure for Issuing and Returning Keys:  
If required, Campus keys are issued when an employee begins campus employment, is promoted, transfers departments, or changes room assignments. Campus keys **must be** returned when an employee terminates campus employment, retires, resigns, is promoted, transfers departments, or changes room assignment. All keys must be returned to and will be issued from Physical Facilities.
- 4.2 To be issued a key, a key request form must be completed, signed and must include an EMPL-ID number. Alteration of this form will preclude its use. This form must be submitted to the Physical Facilities Department along with the returned keys (if applicable). Once the key request has been approved by Physical Facilities and is processed by the Physical Facilities locksmith, the individual to whom the key is being issued will be notified by phone or email. The individual must come to Physical Facilities to pick up the key(s); keys are not sent through campus mail.

- 4.3 Refusal to return a key upon request may result in arrest for theft of College/State property.
- 4.4 Employees issued Master key rings, route keys, and residence hall room masters are responsible for maintaining control of these keys, and keeping them in their possession at all times.
- 4.5 All requests for keys must be submitted to Physical Facilities on a Montana Tech Key Request Form.
- 4.6 The Appropriate Department Head, Dean, Director, or Administrator is responsible for reviewing, approving and signing employee key requests and/or lock changes. In no case shall the same person to whom the key(s) is being issued, authorize the issuance of a key or keys, nor may keys be authorized by anyone with less than Department Head or Director authority.
- 4.7 Departments can request keys for only those rooms and areas assigned to their Department. Faculty assigned to teach in a classroom outside the Department's normal area may be issued a key following review by the key shop.
- 4.8 Only one room key, outside door, submaster, or building master key will be issued to any one individual (no multiples of the same key).
- 4.9 All incomplete, illegible, incorrect, or unsigned forms will be returned.
- 4.10 When the key(s) is ready, the requesting individual listed on the key request form will be notified that their key(s) is ready for pick up.
- 4.11 A picture ID will be required when the requesting individual picks up the key(s) at Physical Facilities.
- 4.12 A new request form may be required if a key is not picked up within two weeks after notification the key is ready for pickup.
- 4.13 Records of all keys issued will be kept on a computerized key data based system maintained by Physical Facilities Department.
- 4.14 Vendors and Contractors will be required to check out a key from Physical Facilities for any work that requires a key for any building. They will also be required to return the key to the Physical Plant each day prior to leaving the Campus.
- 4.15 Procedure for Issuing Keys to Students and Student Employees: Keys shall be issued to students **only in rare circumstances** and **for no longer than the current semester**. Failure of a student to

renew or return a key at the end of the semester will result in a “hold” being placed on their school records and registration and charged a late fee. Student key requests will require a Department Head, Director, or Dean approval (signature).

- 4.16 Procedure for Issuing Keys to Adjunct, and Temporary Employees:**  
Keys will be issued, **for no longer than the length of their current contract.**

## **5. KEY RETURNS**

- 5.1** All keys that are no longer needed due to transfer, termination, retirement, etc. shall be returned to Physical Facilities. Under no circumstance are keys to be transferred to any other individual or left with the Department.

## **6. LOST, STOLEN, NON-RETURNED KEYS**

- 6.1** A **\$30.00** per key charge will be assessed to a key holder who has signed for any key that is not returned.
- 6.2** If a key is lost or stolen, it is the responsibility of the individual assigned the key to immediately notify Physical Facilities and the Department who authorized the key(s). Failure to do so may result in the loss of key privileges.
- 6.3** If an individual has two or more separate incidents of lost, stolen, or non-returned key violations, his/her key privileges may be revoked.
- 6.4** A serious security breach exists when an outside door key or a building master key is not returned, or is lost or stolen. It is mandatory to rekey/recore the affected doors and the Department will pay for all costs associated with re-securing the affected area(s).
- 6.5** Possession of unauthorized keys or alteration of keys is prohibited. If an individual is found to possess and/or use unauthorized keys, or is found to have altered keys, appropriate disciplinary action will be taken.
- 6.6** When keys are identified as unaccountable on the key inventory, the Director Dean or Department Head must make every attempt to retrieve the keys. If unable to retrieve the keys, Physical Facilities must be notified.
- 6.7** When an employee leaves Montana Tech without returning all keys, the College may withhold the cost of re-keying from the employee’s final Paycheck, or take other action as appropriate.

- 6.8 Students may have grades and/or transcripts withheld until all keys are returned.

## 7. DAMAGED KEYS AND LOCKS

- 7.1 If a key is broken or otherwise damaged, the pieces must be returned to Physical Facilities. If a key is broken off in a lock, it must be reported to Security and the Department Head immediately.
- 7.2 A new key will be issued after key damage verification. A Key/Lock Change Request form will not need to be completed for replacement of damaged/broken keys if the original key is returned to Physical Facilities.
- 7.3 There is no charge for the replacement of damaged/broken keys provided the defective key is returned to Physical Facilities.
- 7.4 It is the responsibility of the key holder to report any malfunctioning locks to the Physical Plant at ext. 4168 or to Security at ext. 4357.

## 8. DUPLICATION AND TRANSFER OF KEYS

- 8.1 All keys must be checked in and out at Physical Facilities. Key transfers directly from one person to another are strictly prohibited.
- 8.2 Duplication of any Montana Tech key by an outside key vender, manufacturer, or contractor is illegal and strictly prohibited. All duplications must be requested and approved through Physical Facilities and completed by the Campus Locksmith.
- 8.3 Any student, faculty, or staff found in possession of an unauthorized key, transfers key, loans or duplicates any issued key, will be subject to appropriate disciplinary action.
- 8.4 Unauthorized keys will be confiscated and returned to Physical Facilities.

## 9. FEES FOR LOST OR UN-RETURNED KEYS

Physical Facilities is authorized to require payment for the reasonable cost of each Campus key not returned. The employee or Department in which the individual is (was) employed is responsible for the cost.

- 9.1 Lost or unreturned keys: **\$30.00** each key lost and **\$75.00** for each lock that is re-keyed/re-cored in order to restore security.
- 9.2 Lost or unreturned electronic cardkey: **\$30.00**.

- 9.3 A late fee of **\$5.00** per key, per week may be assessed to all keys that are returned more than 2 weeks late.

## 10. KEY POLICY VIOLATIONS

- 10.1 Persons in violation of this policy are subject to disciplinary action up to and including termination and may be assessed appropriate damage and/or replacement costs.
- 10.2 Physical Facilities will provide education and training in adherence to the key policy and issuance of keys at no cost to departments.

## 11. PERSONAL IDENTIFIER CODE

- 11.1 Each key will have a specific identifying code that is unique to that key in order to help ensure the safety and security of the Campus community.

## 12. RECORD-KEEPING AND AUDIT PROCESS

- 12.1 Physical Facilities will maintain records of keys issued to all Campus employees using a security software system that will record building key data and employee key records.
- 12.2 Physical Facilities will periodically perform inventories of keys. Keys found missing at that time would be subject to charges listed above.

## 13. KEY LEVEL LIMITATIONS

The following is a list of the types of keys manufactured and issued by the Physical Facilities, the individual(s) to whom each type of key is issued, and the individual authorized to issue the key:

- 13.1 **Individual Room Keys:** Opens specific interior doors.
- 13.1.1 The individual assigned to the office is issued this key.
- 13.1.2 The appropriate Department Head, Director or Dean is authorized to issue this key.
- 13.2 **Sub Master Keys:** Opens multiple interior doors to a specific building.
- 13.2.1 Individuals assigned office space in the building that requires after-hours access on a routine basis are issued this key.
- 13.2.2 The appropriate Department Head, Director or Dean is authorized to issue this key.

**13.3 Building Master Keys:** Opens both interior and non-card access exterior doors to a specific building.

- 13.3.1** Deans or Department Heads whose responsibilities require access to all areas of a specified building are issued these keys.
- 13.3.2** Certain other Administrators who require access to a specific building are issued these keys.
- 13.3.3** Specified maintenance personnel are issued these keys.
- 13.3.4** Security personnel are issued these keys.
- 13.3.5** Chancellor, Vice Chancellor or Dean is authorized to issue these keys to the above listed individuals. In no case shall the same person to whom the key or keys are to be issued, authorize the issuance of a key or keys.

Campus Review Completed:      Date

Approved by Chancellor:      Date

Effective:      Date

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