

FISK UNIVERSITY
KEY CONTROL POLICY "DRAFT"
February 28, 2008

Issuance of Keys: Faculty & Staff;

Faculty and staff may be issued keys to the office in which they work and to the exterior door to the building in which the office is located. Keys to faculty and staff offices will not be issued to students at any time.

Request for keys must be submitted on Facilities/Maintenance work order and will be subject to the approval of the University's Key Master and/or the Director of Public Safety. The work order should indicate the specific location of the door and the name of the person who will have custody of the key and specific reasons outlining the need for the key. Additional information may be sought by either the Key Master and/or the Director of Public Safety from the requesting party. If the request is approved, the key will be made and held for pick up and signature in the Facilities/Maintenance office for the person for whom the key was made.

When the key is picked up, the individual to who it is issued must personally sign a custody journal for the key. No one may sign for the custody journal for another person.

If the key is a replacement key for a previously issued key that is no longer needed to change of work place, the key that is no longer needed must be turned in before a new key will be issued; it may not be "passed on" to another person without the senior leadership of that department notifying the Key Master and/or Director of Public Safety.

If a key request is denied, the person requesting the key may appeal to the Senior Vice Presidents on the President's Council.

If access is needed to an area on a temporary basis, the access list pre-approval system with Public Safety is an alternative.

Return of Keys From Faculty & Staff;

Faculty and staff whose employment with Fisk University is ending must turn in all previously issued keys otherwise an interruption in receipt of a final pay check may occur.

Keys will be turned into the Key Master and/or the Director of Public Safety who will confirm that all keys have been accounted.

Keys to be returned may not be passed on to other faculty and staff unless approval has been requested and given by the Key Master and/or Director of Public Safety.

Custody of Keys;

All persons issued a key(s) by the university will maintain personal custody of same. Keys which may be maintained at a department level, but not issued to the personal custody of someone, must be carefully controlled and accounted for with a sign-in/sign-out system within that department. All keys controlled by another department are to be audited by that department at least once a month and a report (email notice) sent to the Key Master and/or Director of Public Safety for filing.

Replacement of Broken keys;

Broken keys will be replaced upon request at no charge if the broken key is turned in and provided upon inspection of the key and/or lock that the key was used properly.

Replacement of Lost Keys;

Lost keys will be replaced only after the registered holder of that key pays a \$50 lost key fee to the cashier.

If, however, the lost key, in the judgment of either the Key Master and/or Director of Public Safety, represents a threatened breach of security to persons or property, the Key Master and/or Director of Public Safety may direct the partial or entire costs of key and/or core replacements be charged either to the Department or individual responsible for the lost key.

Residence Hall Key Controls;

Individual room keys will be issued to each resident student by the Residence Life Division of Student Affairs upon arrival on campus. Students will have access to the outside doors of the residence halls via ID cards produced by the Department of Public Safety.

It is the responsibility of each student to protect all other students by taking care neither to lose residence hall keys and ID cards nor lend them to others. ID cards or room keys may never be loaned out. Lost keys or cards must be immediately reported to both the Residence Life office and the Department of Public Safety to insure that information is distributed to the relative parties. Residents must return keys to the Residence Life office when leaving campus or at the end of the year. Students who fail to report a lost or stolen key are jeopardizing the safety and security of their fellow students. The cost for a replacement ID card is \$50. Lost or unreturned keys issued to students will result in a \$50 fine.

Due to the serious compromise of security to all residents, exterior doors should never be propped open. A \$50 fine and possible referral to the university's judicial council may be assessed for individuals violating this policy