Name of Policy: **Key control.** **Policy Number**: 3364-61-11 **Approving Officer**: Vice President for Human Resources and Campus Safety **Responsible Agent**: Chief of Police **Scope**: All University of Toledo Campuses	THE UNIVERSITY OF TOLEDO 1872 **Original effective date**: December 20, 2010

	New policy proposal		Minor/technical revision of existing policy
X	Major revision of existing policy		Reaffirmation of existing policy

(A)   Policy statement:

To provide authorized key access to University of Toledo buildings and areas within university buildings.

(B)   Purpose

To develop a procedure for requesting, authorizing, receiving, and returning University of Toledo keys.

(C)   Procedure

UT Police Department is authorized to issue university keys to faculty, staff, graduate assistants, students, and individuals with an authorized relationship and requiring key access to university facilities. Key Control operates Monday – Friday 8:30 a.m. – 5:00 p.m. in the Transportation Center, room 1400. 419.530.KEYS (x5397).

   (1) Key requests

   - Forms can be found at http://www.utoledo.edu/depts/police/Key_Control.html.
   - Select the form that describes your classification
   - Fill in sections 1 and 2 then print the form.
   - Form must be signed by an approver with authorization to provide access.
   - Send the original, signed form thru inter-office mail to Mail Stop 207 or return to the Transportation Center Room 1400 on Main Campus.
   - The requester will be notified the key is ready by phone or email.
   - Main Campus keys can be picked up at the Transportation Center (MC) room 1400, 8:30 am – 5:00 pm Monday – Friday. Health Science Campus keys can be picked up at Mulford Library (HSC) room 007, 7am - 3pm, Monday – Friday.

      (2)   Key returns

When keys are no longer needed by an individual, the keys are to be returned to the Key Control Department. Keys <u>cannot</u> be transferred to another individual except through the Key Control Department.

At time of transfer or promotion to another department, the department authority is responsible for ensuring all keys are returned to the Key Control department by the departing individual. The Key Control department will not issue new keys until all keys to the former department are accounted for.

      (3)   Lost or unreturned keys

In the event a key is lost, or not returned, the department authorizing the key will be assessed a fee commensurate to the expense incurred by the university to replace the key and if necessary, re-core and reissue new keys. The decision to re-core and reissue keys rests with the Chief of Police.

(D)   Regulations

Campus Police maintains Key Control and shall be the sole source of approving, managing and disseminating keys for the University of Toledo. Persons to whom keys to University facilities are issued are prohibited from duplicating such keys, except as provided herein, or from loaning such keys to any other person. The Key Control Department is prohibited from issuing any key to any person except as provided herein. Persons violating the University key policy are subject to disciplinary sanctions.

All purchases regarding locks, keys, and/or locking hardware must be approved by the Office of Maintenance Services. The Office of Maintenance Services will not compromise the security system by cross keying systems. Only qualified employees of the Office of Maintenance Services are authorized to make keys, change or work on locks.

The University Office of Maintenance Services shall be the sole source for the making, duplicating, manufacturing or cutting of any key. For requesting a re-core or problem with key, please contact Facilities Operations 419-383-5353.

The Vice President of Human Resources and Campus Safety shall be responsible for implementation of this policy and shall publish procedures for said implementation.

Approved by:
 	
/s/ William S. Logie
Vice President for Human Resources
and Campus Safety President
 	
December 21, 2010
Date
 	
Review/Revision Completed by:
  Chief of Police
	Policies Superseded by This Policy:
	01-20 Keys (former Health Science Campus policy,
	            previous review date 7/1/03)
	V-8-2 University Key Control Rules and Regulations
	(former Main Campus policy, previous adoption date
	2/10/99)
	
	Initial effective date: December 20, 2010
	Review/Revision Date:
	Next review date: December 20, 2013