

**COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
-- KEY CONTROL POLICY --
January 2004**

POLICY: The College of Engineering and Computer Science of California State University, Northridge safeguards State assets and promotes the security of campus personnel through appropriate monitoring of access to University property. This key control policy addresses all active locking systems on campus, such as keys and combination locks. Physical Plant Management (PPM) is the department responsible for managing this policy. University colleges and departments are expected to follow all key control and security procedures as noted in this policy. University colleges and departments will receive immediate notification of any Key Control Policy changes.

PROCEDURES: **Issuance of Keys:**

All persons issued University keys shall at all times be held responsible and accountable for all keys that are issued to them. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria below.

Type of Key and Systems	Eligibility to Carry	Responsibility to Authorize
Grand Master	President, Vice President for Administration, Provost, Director of Public Safety, police officers, appropriate plant staff.	Director of Public Safety, Director of Physical Plant Management. (Requires two signatures)
Building Master	Appropriate plant staff, employees as needed to perform their duties.	Dean, department head, chair, or director.
Department Master	Appropriate plant staff, employees as needed to perform their duties.	Dean, department head, chair, or director.
Individual	Employees and students as needed.	Dean, department head, chair, or director.

Types of key systems currently on campus:

- Keyed Locks
- Omni Combination Locks
- Simplex Combination Locks

Key Control Procedures:

The department head, dean, chair or director can appoint a “Responsible Person(s)” to manage departmental issuance of keys and codes. The “Responsible Person” is accountable for each key and code issued within the department. Each department or unit must notify the Lock Shop in writing the names of any individuals who will be performing this duty. The Lock Shop will keep a list of individuals assigned to this task.

Ordering Keys

A Physical Plant Management Key Request Form is completed by the “Responsible Person” (see forms section) and forwarded to the Lock Shop in PPM. The department head, dean, chair or director must sign the form. Forms are available from the PPM Call Center, extension 2222.

Key Issuance

Key(s) must be picked up by the “Responsible Person” as defined and authorized on the Key Request Form. The Responsible Person signs the Key Receipt Form (40-B rev 3/74, four-part NCR form) and returns the pink copy to the Lock Shop.

Combination Codes

Combination Codes are considered the same as keys, because they allow access to buildings, room’s etc. Upon receipt of a request to install a combination lock, the Physical Plant Management, Lock Shop will provide the “Responsible Person” with a code number or list of code numbers as needed. The Responsible Person shall create and maintain a list of the names of employees who are issued codes, the signature of each employee, the date the employee receives the code, and the designated codes. The department will provide a copy of the code list to the Lock Shop before the combination lock is activated. The department’s Responsible Person must forward any additions or deletions to the code list to the Lock Shop by using the formal request/return procedure in this policy. Upon delivery of this request to the Lock Shop, the codes will be activated or deactivated depending on the need.

The Lock Shop will perform an audit of the combination lock upon request from the department (times, dates and codes used.)

Employee Separation/Inactive from the University

Separating employee(s) will return all keys/cards to the departments Responsible Person, who then completes the Human Resources Employee Separation Form confirming that all keys assigned to the separating employee are accounted for and have been returned. The Responsible Person will contact PPM within 24 hours of the employee(s) separation from active service. PPM's Lock Shop will update records to reflect the same.

Employees who are separating and have lost keys assigned to them will go to PPM for clearance. PPM will notify the department head of all lost key(s). The dean or department head may deem it necessary to re-key an area if they feel that the lost key may compromise the security of that area.

Fabrication:

Unauthorized fabrication, duplication, possession, or use of keys to facilities of California State University Northridge is a crime (California Penal Code 469). University keys are State property and may be recovered at any time by PPM, Public Safety, or an employee's supervisor. To ensure compliance with applicable fire, life and safety codes, non-University locks or keys shall not be used.

Physical Plant Management is responsible for fabricating keys and performs all lock changes for campus facilities. The Lock Shop will maintain records of keys to campus facilities, including the names of individuals to whom keys are issued and dates of issue/return/loss.

RESPONSIBILITIES: Individuals

Individuals are personally responsible for the use of all keys issued to them until the keys are returned to the department's Responsible Person. Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual. Key holders are not to unlock buildings or rooms in order to allow entry by unauthorized persons. Employees may be issued keys for the duration of employment. The employee's final paycheck may be held pending the return or clearance of outstanding keys.

Students should not be issued keys to buildings or offices outside of business hours, unless special circumstances dictate, in which case authorized students may be issued keys for a semester at a time. Prior written authorization of the dean or department head is required under these special circumstances. Students with key access who are working alone after hours, must possess written authorization from a dean or department head, and have it available to be shown to the Campus Police upon request. Student records and registration may be held pending clearance of keys at the end of each semester. Students who are issued keys periodically on a need-to-have basis, for use during business hours, should turn keys in at the end of each workday.

Lost Keys

Employees must inform the department head or Responsible Person immediately and in writing of any lost keys. Employees must then complete a Lost Key Report with the Campus Police Department. If applicable, replacement key(s) can be requested by using a Key Request Form (see Key Request under “Forms” section).

College Deans, Department Heads or Authorized Representatives

Authorization for the issuance of keys to college and departmental staff and students is based on the need to have access to an area. Departments with combination locks are responsible for maintaining the list of employees and their respective combination codes.

Special Requirements for High Security Areas

Colleges and departments requesting high security locks (“J” cores/SKD) must justify the need in writing. The dean or department head and the divisional vice president must approve this request before forwarding it to the Director of Physical Plant Management (who with the Director of Public Safety will make the final determination for approval/disapproval). The cost associated with the lock service will be charged to the requesting department. “J” cores/SKD will normally not be placed within spaces protected by electronic security control systems.

Physical Plant Management

New Keys/Re-Keying

Departments moving to a new Facility will be provided a basic key set by Physical Plant Management. The department must submit a Key Request Form for the issuance of the keys. There is no charge to General Fund-supported departments for this service. However, Auxiliary and Independent Operations will be charged for this service.

Keying System

The Keying System design will ensure security and reasonable convenience to personnel occupying campus facilities. PPM maintains up-to-date records of all keying systems and authorized usage of all campus keys

Lost or Otherwise Un-returned keys

The Director of Physical Plant Management is authorized to require payment of a reasonable cost to the University for each University key that is not returned. The college or department where the individual is (was) employed is responsible for the cost if the University is unable to secure payment from the individual. If it is deemed necessary to re-key the area due to compromised security the cost of the re-keying will be charged to the college or department. Standard chargeback rates will be used to determine costs.

Facilities Management:

Facilities Management must authorize keys needed by contractors or other non-university users Facilities Management will inform the Lock Shop of the authorized individual, the firm name and the specific return date. Key recovery or re-keying costs for keys that are not returned to PPM will be the responsibility of the firm to which the keys were issued. Final payment will not be made to the firm until all University keys are cleared.

REFERENCES:

California Penal Code, Section 469
Education Code Section #89031

