



SAN DIEGO STATE  
UNIVERSITY

## **KEY ISSUANCE AND CONTROL POLICY**

### **I. Purpose**

The purpose of this policy is to regulate the use of keys and access control key cards on San Diego State University property to provide a safe and secure campus environment.

### **II. Policy**

The issuance, use and return of all keys and key cards are the responsibility of the Department, College, Division or University Auxiliary who authorizes its use.

### **III. Scope**

This policy applies to all Students, Faculty, Staff, Individuals, Departments, Colleges, Divisions, and Auxiliaries of the University to whom University keys and key cards are issued.

### **IV. Procedures – State & Auxiliary Employees**

- A.** All University keys, including key cards, are the property of the State of California and must not be duplicated (CPC Sec 469). Found keys should be returned to the Department of Public Safety immediately.
- B.** Signature Authorization forms must be renewed three weeks prior to each fall semester. Those authorized to sign for key/key card issuance will be designated by the Vice Presidents of each Division and University Auxiliary.
- C.** The Vice President, Dean, Director or designee of the Department, College, Division or Auxiliary will authorize the issuance of keys and/or key cards using the Key Issue Authorization form.
- D.** Physical Plant shall issue all locksets and padlocks to be used on campus buildings and facilities in order to assure that they are compatible with the campus Key system. Examples for which the University must provide locks include doors to offices, buildings, built in cabinets, storage sheds and gates but excludes equipment for securing personal belongings such as, but not limited to, personal computers. All other locks are prohibited and shall be removed by University personnel and the department or administrative unit will be charged for all costs of such removal. Removed locks shall not be returned and no claims for reimbursement of cost shall be considered.

- E.** A completed Key Issue Authorization form, as well as a University Red ID card must be presented at the Key Issue Service Window at the Public Safety building, to receive University keys/key cards. Academic Student Employees (Teaching Associate, Graduate Assistant, and Instructional Student Assistant) must present a copy of their Statement of Terms and Conditions or Letter of Appointment specifying start and end dates of appointment.
- F.** Any Key Issue Authorization form, altered in any way will not be accepted by the Key Issue Service Window at the Public Safety building.
- G.** No individual will be issued multiples of the same key and/or key card(s).
- H.** All Departments, Colleges, Divisions and Auxiliaries are responsible for fees associated with any keys or key cards, which are not returned, lost or broken and/or their replacement.
- I.** All Departments, Colleges, Divisions, or Auxiliaries are responsible for all costs associated with re-keying of locks deemed necessary due to lost or stolen keys.
- J.** When there is risk of a security threat to a building(s) due to the loss of keys, the Department of Public Safety and Facilities Planning, Design and Construction will determine responsibility for the cost of re-keying multiple doors and/or buildings.
- K.** Departments, Colleges, Divisions or Auxiliaries may, with the approval of the Department of Public Safety install authorized key boxes in their areas for the intended purpose of shared use.
- L.** The Department, College, Division or Auxiliary will be responsible for the administration of any key boxes and the keys therein, within their area, and will be subject to audit by the Department of Public Safety.
- M.** All individuals must return all University keys and/or key cards to the Key Issue Service window at the Public Safety building upon separation from University employment or association. Temporary faculty employees may retain their keys and/or key cards as long as they have received an offer of continued employment. All academic student employees must return or renew keys and/or key cards by the last day of their contract term.
- N.** It is the responsibility of the individual to report all keys and/or key cards, which are lost, stolen or broken to the user's Department, College, Division or Auxiliary and the Department of Public Safety immediately.
- O.** All individuals replacing a lost, stolen, or broken key or key card are required to present a new, signed Key Issue Authorization form at the Key Issue Service Window at the Public Safety building.
- P.** Violation of the Key Issuance and Control Policy and Procedures may result in the temporary loss of the right to be issued key(s). If an employee's access to keys is temporarily revoked, the employee will not be disciplined for work not performed solely for not having access to key(s). Permanent revocation of an employee's right to be issued key(s) will be considered discipline and handled in accordance with applicable provision of the affected labor contract and law. Non-represented university employees may use the Campus Reconsideration Policy if their access to key(s) is permanently revoked.

- Q.** All Students not employed by the University or one of its Auxiliaries must return or renew their keys and/or key cards by the due date at the end of the Fall and Spring semester or a late fee will be assessed. Late fees will result in an academic hold being placed on the individual's record until paid.
- R.** Contractors and Volunteers will not be issued keys or key cards without the authorization of the Vice President of Business and Financial Affairs.