PARKVILLE CAMPUS KEY CONTROL POLICY

Park University Department of Campus Safety

I. POLICY

It is the policy of Park University to promote the security of campus personnel and appropriate access to University property. This policy describes the control, use, and possession of keys to campus facilities, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) key issuance procedures, (F) lost keys, (G) key eligibility criteria, (H) provision for contractor access, and (I) key and building security.

II. PRINCIPLES

A. GENERAL PROVISION. Unauthorized fabrication, duplication, possession, or use of keys to facilities of Park University is a crime. University keys are Park property and may be recovered at any time.

B. DESIGN. Design of the keying system is the responsibility of Campus Safety. The design will ensure security and reasonable convenience to personnel occupying campus facilities.

C. FABRICATION. Campus Safety fabricates all keys and performs all lock changes for campus facilities, except for work performed by on-site contractors under the direction of Campus Safety. Records of keys to campus facilities, including the names of individuals to whom keys are issued, dates of issue/return/loss will be maintained by Campus Safety. University keys will not be duplicated, except by Campus Safety.

D. RESPONSIBILITY--ISSUANCE. All persons issued Park University keys shall at all times be held responsible and accountable for said keys. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria and Key Issuance Procedures below.

E. KEY ISSUANCE PROCEDURES.

I. STAFF AND FACULTY KEYS

a. Visit My Park’s “Campus Safety” page and complete the electronic "Key Request Form".
b. Keys may be requested for regularly appointed University and part-time employees for the duration of employment.
c. Obtain appropriate approving signature, in accordance with campus Key Policy.
d. Submit completed form electronically to Campus Safety at campussafety@park.edu.

f. Receive and sign for authorized keys in person. Campus Safety will notify you via email when the key is ready.

f. All keys must be returned immediately upon termination of employment (faculty and staff). The keys must be accompanied by the Park University Clearance Form. Failure to return keys as required will result in a charge consistent with listed charges below.

h. Periodic auditing of issued keys may occur.

h. Duplicates of outstanding (un-cleared) keys will not be issued until key is cleared or fine is paid for lost/stolen key(s).
F. LOST KEYS.

I. REPORTING

a. Lost keys should be reported immediately to Campus Safety and the department originally authorizing the keys.
b. A Campus Safety Officer will complete an Incident Report for all lost keys. Keys will not be reissued unless an Incident Report has been completed.
c. If a reissue of lost keys is requested, complete a Key Request Form. Obtain signature of appropriate Department Chair, area Vice President, or the person that area Vice President designates for key approvals.
d. Submit form to Campus Safety

II. CHARGES

a. Lost Key charges are as follows:

<table>
<thead>
<tr>
<th>Type of Key</th>
<th>Eligibility to Carry</th>
<th>Approval to Authorize</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Master Key</td>
<td>1. President</td>
<td>President</td>
</tr>
<tr>
<td>GM</td>
<td>2. VP's</td>
<td>Vice President of Finance</td>
</tr>
<tr>
<td></td>
<td>3. Director of Campus Safety</td>
<td>Director of Campus Safety</td>
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<td></td>
<td>4. Director of Facilities Services</td>
<td>Director of Facilities Services</td>
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<td></td>
<td>5. Campus Safety Staff (Duty Set)</td>
<td></td>
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<tr>
<td></td>
<td>6. Appropriate Facilities Staff</td>
<td></td>
</tr>
<tr>
<td>Building Master (Access to all locks within a building)</td>
<td>1. Appropriate Facilities Staff</td>
<td>Area Vice President</td>
</tr>
<tr>
<td></td>
<td>2. Employees as needed to perform their duties</td>
<td>Department Chair / Director</td>
</tr>
<tr>
<td>Building Sub-Master (Access to a group of doors within a building)</td>
<td>1. Employees as needed to perform their duties</td>
<td>Department Chair / Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director of Campus Safety</td>
</tr>
<tr>
<td>Single Door Lock</td>
<td>1. Employees as needed to perform their duties</td>
<td>Department Chair / Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Safety</td>
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</table>

b. Lost Key charges will be refunded if keys are found and turned in to Campus Safety within 2 days of loss.
c. If the lock-core must be changed for security reasons, actual costs of re-keying may be charged to the department originally authorizing the keys and/or the individual to whom the keys were issued.
d. A request to have the lock-core changed can be initiated by the Department Chair, Area Vice President, the person that the area Vice President designates for key issues, or the Director of Campus Safety.

G. KEY ELIGIBILITY CRITERIA.
H. CONTRACTOR ACCESS. Keys needed by contractors or other non-University users must be authorized by Campus Safety, including authorized individual, firm name, and specific return date. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the firm to which the keys were issued, and final payment will not be made until keys are cleared. Contracted personnel will sign a form to this effect.

I. KEY AND BUILDING SECURITY.

- The individual to whom keys are issued is personally responsible for the use of said keys until returned to Campus Safety.
- Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual.
- Key holders shall not "prop" doors or windows open or leave them unlocked during hours when the facility is normally closed.
- If for some reason you cannot lock a door with your key, contact Campus Safety.
- DO NOT duplicate any issued keys.
- Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building.
- Employees may be issued keys for the duration of employment.
- The employee will be charged for all lost/stolen/unreturned keys. By signing the Park University Key Request Form, you confirm that you accept responsibility and charges for keys signed into your possession.
- Payment for lost/stolen/unreturned keys is due immediately. New keys will not be released until payment has been made.
- Only the Vice President for Finance and Administration and the Director of Campus Safety hold the decision making authority to waive penalties associated with losing a key.