Department Administrative Policy and Procedure

Subject: Key Policies and Directives
Number: UW DAP 6.1

I.   PURPOSE

This purpose of the policy is to identify the assignment of authority regarding issuance of keys, including record maintenance, physical and financial responsibilities, and procedures for the control of keys issued.

II.   DEFINITIONS

A. **Change Keys:** Keys that only fit one given lock or similarly keyed locks.

B. **Grand Master Keys:** Keys that operates all locks in a building where one or more departments are housed, including but not limited to keys to the Steam Tunnel System, Electrical and Mechanical Rooms, and Roof Access Doors/Hatches.

C. **Master Keys:** Keys that will open all locks in more than one department within a building.

D. **University Entities:** University Colleges, Divisions, and Departments.

III.   POLICY

The safety and security of the University environment is essential for the campus community. Keys to University facilities may be issued to University faculty, staff, graduate assistants and students; to individuals with an authorized relationship with the University; and to authorized non-university personnel requiring access to University facilities.

IV.   PROCEDURES

A. **Persons Authorized to Receive Keys**

1. University entities are prohibited from issuing any keys if not established through the use of a Key Request/Return Form from University Operations.

2. Non-University personnel requiring short-term access to University facilities (i.e., contractors) should work with the Project Manager or Project Engineer to obtain

the required keys. Non-University personnel must return keys immediately once the applicable service has been completed.

B. Creating Keys

UW Operations shall be the sole source of making, duplicating, manufacturing, or cutting of any University key.

C. Restrictions for Duplication or Loaning of Keys

Individuals issued keys pursuant to this Policy are prohibited from duplicating or loaning keys to any other individuals.

D. Change Keys

Change Keys will only be issued to an individual after the administrative unit demonstrates that there is a continued need for the individual to have a Change Key and UW Operations has received written authorization from the individual's respective Dean, AVP or Department Head.

E. Master Keys

Master Keys may be issued at the request of the respective Administrative Officer for the following UW departments:

1. Campus Police

2. Facilities Engineering

3. Information Technology

4. Intercollegiate Athletics

5. UW Operations

6. Residence Life and Dining Services

7. Risk Management

8. Safety Office

Additionally, Master Keys may be issued to other individuals or departments with a demonstrated continuing need and with written authorization from their respective Vice President.

F. Grand Master Keys

Only one Grand Master Key will be issued per building upon the written authorization from the respective Vice President and approval by the Vice President for Campus Operations. This includes but is not limited to keys to the Steam Tunnel System, Electrical and Mechanical Rooms, as well as Roof Access Doors/Hatches.

G. Keys for IT Equipment and Related Systems

Keys to IT equipment and related systems must be kept secure with limited access. Keys to these closets will be limited exclusively to authorized individuals within the UW IT department. The following restrictions apply:

1. Keys for IT closets which house equipment including the building fire alarm or door access hardware shall will be issued to UW IT, UW Police, and UW Operations' on-call electricians.

2. Keys for IT Closets housed within custodial rooms will be issued only to UW IT, UW Police, or the specific custodian assigned to that space.

3. Keys for IT Equipment are not accessible by building master keys.

H. Keys for Residence Life Facilities

Keys to residence life facilities will be issued only to residents for residence hall rooms. The University Residence Life Office will be responsible for issuing keys to residents for all UW Apartments, and residents will be subject to the Residence Life and Dining Services (RLDS) Policies and Procedures.

I. Costs

Any costs incurred for making, duplicating, manufacturing, or cutting of keys shall be the responsibility of the University entity making the requests, and shall follow the fee schedule outlined in the University Fee Book.

J. Records

The UW Operations Key Shop shall maintain records of all keys issued.

1. Each administrative unit's respective Dean, AVP or Department Head shall submit an annual key inventory to UW Operations by June 30 of each year.

2. University entities no longer requiring keys must return them to UW Operations with the Key Request/Return Form.

K. Lost, Stolen or Misplaced Keys

Individuals who have lost, stolen or misplaced a University key are required to report the loss immediately to the UW Operations Service Desk, UW Police Department, and their immediate supervisor.

Lost key charges will be paid by the College, Division or Department that issued the keys, and will include the University Fee Book charges and actual rekeying costs.

V. RETURN OF KEYS UPON TERMINATION OF EMPLOYMENT

A. Employees and students terminating employment and leaving the University shall return all issued keys to their respective administrative unit prior to their departure. The department will then turn the keys over UW Operations. Keys that are not returned shall be treated as a lost key and lost key charges will be assessed to that individual. An employee's final paycheck may be offset by the amount of the lost key charges.

B. UW Operations may assess additional charges for theft, vandalism or other damages for keys.

VI. VIOLATION

A. Anyone violating this SAP is subject to disciplinary actions in accordance with the regulations and/or policies of the University and/or prosecution in accordance under the statutes of the State of Wyoming.