

**ELIZABETH CITY STATE UNIVERSITY**  
**Key Control Policy**

**Preamble**

It is the goal of Elizabeth City State University to provide a safe, comfortable, and secure environment that is conducive to learning and research while minimizing occurrences of theft or damage to equipment, furnishings, and other property. In order to ensure authorized entrance to certain facilities, the university may issue keys to University faculty, staff, graduate student assistants, students, individuals with an authorized relationship with the University, and to such authorized non-University persons requiring access to University facilities. All keys to University facilities and spaces are the property of Elizabeth City State University, and must be obtained and managed in accordance with this policy. Acceptance of keys issued by Elizabeth City State University (ECSU) obligates persons to follow all key control policies and procedures.

**I. Possession of University Keys and Authorized Key Holders**

The following classifications of users have the following key control authority and or roles:

- A. Full-time EPA-Teaching (faculty), SPA and SPA Exempt staff, and EPA Non-Teaching staff may have keys issued to them with approval of the respective department head/chairperson, dean, and respective Senior Administrative Officer.
- B. Boarding students may have keys issued to them. A documented list of these keys shall be maintained by the Director of Housing and Residence Life.
- C. The Director for Facilities Management shall maintain a list of all authorized key holders for each facility on the campus.
- D. The Facilities Management staff and Campus Police shall have the appropriate keys relative to their personnel function.
- E. The cost of replacing lost or stolen keys shall be assessed to the key holder.

## **II. Responsibilities of Key Holders**

- A. Keys issued are the responsibility of the individual employee until separation of employment from Elizabeth City State University or access to the area for which the key was originally issued is no longer necessary.
- B. Key holders shall not “prop” doors or windows open or leave them unlocked during hours when the facility is normally closed.
- C. Any costs incurred by the University for unreturned keys will be deducted from final compensation.

## **III. Request for Keys/Changes of Locks Form**

- A. A Request for Keys/Change of Locks Form is required for all key requests and change of locks.
- B. All requests for Grand Master keys must be approved by the Chancellor of the University.
- C. All requests for Master keys must be approved by the Vice Chancellor for that area.

## **IV. Lock Out Procedures**

- A. If an individual has been locked out of their office, no ECSU employee shall be allowed to unlock doors or other facilities for staff members. The supervisor or ECSU Campus Police Department must be contacted for assistance in this regard. This safety measure allows entrance of authorized personnel only.

## **V. Return**

- A. If an employee is separated from the university, it is the responsibility of the supervising manager with the appropriate guidance from the Division of Human Resources and Payroll to receive all keys issued to the separated employee. These keys shall be returned to the Director for Facilities Management via the Division of Human Resources and Payroll. The return of keys is required on the employee exit form.

## **VI. Duplicate Keys**

- A. No duplicate of an ECSU Key shall be made by any vendor.

- B. Official duplicates will only be made by the ECSU Locksmith which shall only occur after the completion of the ECSU Request for Keys/Change of Locks Form. The university locksmith is the only authorized provider of keys on the campus.
- C. Any student found using a duplicate key or in possession of such shall be subject to disciplinary action as adjudicated by the Division of Student Affairs and university student judicial procedures. Additionally, the student shall be assessed the cost of rekeying locks.
- D. Any faculty or staff member found using a duplicate key or in possession of such shall be subject to disciplinary action as well as having the cost of rekeying locks assessed against them.

#### **VII. Adding Additional Locks**

- A. No campus area may be secured except by a locking device authorized by the Director for Facilities Management.
- B. If additional locks are added, the responsible individual shall be subject to the appropriate disciplinary action, as well as the cost of lock removal and/or door replacement.

#### **VIII. Prohibition of Key Transfer**

- A. Keys shall not be transferred directly from one individual to another.
- B. When keys are no longer needed by an employee, the keys shall be returned to the Director for Facilities Management, who shall properly store the key.

#### **IX. Lost or Stolen Keys**

- A. All lost or stolen keys or credentials must be reported to the Elizabeth City State University Campus Police Department and the Director for Facilities Management.
- B. If a key is lost or stolen, the Facilities Management Director will communicate this to the relevant authority and a mutual decision on the risk involved will govern the action to be taken. If the action results in a re-keying operation, the costs for this action will be charged to the party responsible for the loss of the key.
- C. An ECSU Request for Keys/Change of Locks Form must be submitted for key replacement. Damaged and broken master keys, including broken pieces, must be returned or accounted for, before a replacement may be issued.

**X. Key Eligibility**

TYPE of KEY	ELIGIBILITY to CARRY	RESPONSIBILITY to AUTHORIZE
Grand Master Set (Access to all Campus Facilities)	1. Chancellor 2. Provost 3. Executive Assistant to the Chancellor 4. Chief of Police/Director of Public Safety 5. Director for Facilities Management 6. Campus Safety Staff 7. Appropriate Facilities Staff 8. Chancellor's Designee	2. – 8. - Chancellor 6. Director of Public Safety, Vice Chancellor of Student Affairs 7. Supervisor, Director for Facilities Management  <b>Director for Facilities Management must approve all Key Requests.</b>
Building Master (Access to all locks within a building)	1 Appropriate Facilities Staff 2. Employees as needed to perform their duties 3. Building Coordinators.	1 – 3. - Supervisor, Vice Chancellor  <b>Director for Facilities Management must approve all Key Requests.</b>
Sub-Master (Access to a group of locks within a building)	1. Employees as needed to perform their duties	1. Supervisor, Vice Chancellor  <b>Director for Facilities Management must approve all Key Requests.</b>
Single door lock	1. Employees as needed to perform their duties  2. Student access to residence hall rooms.	1. Supervisor, Appropriate Administrator 2. Director of Housing and Residence Life.  <b>Director for Facilities Management must approve all Key Requests.</b>
Building Entrance	1. Employees as needed to perform their duties  2. Student access to residence hall rooms.	1. Supervisor, Appropriate Administrator 2. Director of Housing and Residence Life.  <b>Director for Facilities Management must approve all Key Requests.</b>

**XI. Repairs of Locks, Keys, or Door Hardware**

- A. All repairs or additions to any locking device or door hardware must be conducted by an authorized ECSU Locksmith.