

# UNIVERSITY OF NEVADA, RENO

## KEY CONTROL POLICY

### **PURPOSE**

The purpose of this policy is to provide optimal physical security for the campus community and to protect the assets of the University of Nevada, Reno (the University)

### **EMPLOYEE RESPONSIBILITIES**

An employee is responsible for any and all keys issued to them.

1. Employees will NOT loan or transfer their keys to any other individual.
2. Employees are not to unlock doors for others. These requests are referred to the department office or the University Police Department. Authorized card key holders are not allowed to let anyone into a building after business hours under any circumstances except for public safety personnel if required for an emergency.
3. Keys will be returned to the University Lockshop when an employee terminates or transfers within the University.
4. Doors to unoccupied rooms are to be locked when not in use.
5. Outside doors are to be locked after normal business hours.
6. Maintenance gates and chains are to be locked immediately after passing through.
7. Unauthorized people or any suspicious activities are to be reported to the University Police Department.
8. Any University keys found should be turned in to the University Police Department.

### **KEY DEFINITIONS**

**Building Master Keys:** These keys allow access to all rooms within a given building.

**Building Submaster Keys:** These keys usually allow access to several areas within a building.

**Card Keys:** These are plastic cards coded with magnetic data which have been programmed into a central building access computer control system.

**NOTE:** Card Keys are becoming a part of our campus key system; therefore, the term key and card key will be interchangeable throughout this document.

**Keyed Alike Keys:** These keys allow access to multiple rooms within a single building.

**Individual Pass/Space Keys:** These keys allow access to one room or a single space.

**Replacement Keys:** These keys are defined as any key given to replace a lost or stolen key or card key.

**Lockshop:** Located in Buildings & Grounds, 1305 Evans Avenue.

**Work Control Center:** Central Processing Department where all requests for key services are sent for processing (ext. 8020) in Building Grounds Department, 1305 Evans Ave.

## **AUTHORIZATIONS**

The Lockshop will have a signature card on file for each Chairperson, Dean, Assistant Vice President, or Vice President.

Building Masters and Submasters must be authorized by the Dean, Assistant Vice President, or Vice President responsible for their area **ONLY**.

Keyed Alike and Individual Pass/Space keys can be authorized by a Chairperson, Dean, Assistant Vice President, or Vice President.

Card Keys will only be issued with written approval by the Chairperson, Dean, Assistant Vice, President, or Vice President and the completion and acknowledgment of the mandatory training.

All key requests must be initiated on the proper key request form and submitted to the Work Control Center in advance of the date needed. Requests may take up to 10 days to process. Failure to have the proper signature authorization will result in keys not being issued and the request being returned to the requesting department. **SIGNATURE STAMP IS PROHIBITED.**

## **KEY FEES**

The following key deposit policy will be used to determine costs for duplicating keys.

Administrative faculty, instructional faculty, and staff personal will **NOT** be required to **PAY** for their **INITIALLY AUTHORIZED KEYS** but **WILL** be required to **PAY** for additional keys replacing stolen or lost keys due to departmental negligence.

All costs associated with rekeying a department's building space will be the department's responsibility if rekeying is determined by the Assistant Vice President or Director of Facilities Services Department to be required due to departmental negligence.

Departments will be alerted and charged for the Building Master Keys after four have been requested.

Departments are required to submit an authorized key request form and pay for keys for temporary staff, students, and visiting faculty members. One key per individual and each individual shall sign for their key. Returned keys will be credited to the department.

Key fees are as follows:

Building Master Key	\$250.00
Submaster Key	\$ 50.00
Individual Pass/Space Key	\$ 10.00
Keyed Alike	\$ 10.00
Card Key	\$ 10.00

Broken or worn out keys will be replaced at **NO CHARGE** , but must be brought to the Lockshop in person; or send an authorized Department representative with a signed and dated key request from requesting the key to be replaced. The new replacement key will then be stamped exactly like the broken or work out key. Call the Work Control Center in advance to schedule an appointment with the Lockshop for this service. Return broken and worn out keys to the Work Control Center for disposal and refund purposes.

### **KEY TRANSFERS**

For security and personal safety reasons, the transfer of keys from Department personnel, faculty members, students, and University staff is **PROHIBITED**.

### **KEY CONTROL AND INVETNORY**

Each Department will be responsible for keys issued within the Department. It is recommended that each Department maintain their own internal, written inventory of keys and issue only to personnel that need to have access to your facility. An inventory of all Master/Submaster issued on campus is maintained in the Work Control Center. If a copy of your department's key inventory is needed, contact the Work Control Center, in writing, for this information.

Requests for key cards shall come from the Departments to the Work Control Center. All card keys will be issued through the Departments from which they have been requested after they have been programmed by the Lockshop.

When a Department wishes to issue card keys to students, the Department must verify that the student is actually enrolled at the University.

### **RECOMMENDED AUTHORIZED KEY HOLDERS**

Dean/Dean's Secretary (Building Master), Department Chair/Department Secretary (Submaster), Full Time Faculty and Staff (Pass/Space Key, Classroom Key), Visiting/One-Year Appointment Faculty (Pass/Space Key, Classroom Key), Graduates/Undergraduate Students (Pass/Space Key, Classroom Key). Card Keys will be issued to those requiring access after regular business hours as approved by the proper authority.

### **UNAUTHORIZED DUPLICATING/REPLACING KEYS**

Duplicating or replacing keys through an agency, company, or private business other than the University of Nevada, Reno, is **NOT ALLOWED** and is a breach of this key policy. When this violation has been discovered, the appropriate Chairperson, Den or Vice President and the University Police will be notified for appropriate action.

**NOTE:** The duplication or possession of any unauthorized University keys is a misdemeanor, NRS.205.080.

### **TEMPORARY KEYS**

Temporary keys for visiting professors, temporary employees and students may be issued. A key request form stating when the keys will be returned (1-2 semester) and letter dated and signed by the appropriate authority must be submitted prior to the issuing of keys.

Card Keys requests for visiting professors, temporary employees and students must specify an expiration date on the key request form.

### **RETURNING KEYS**

Prior to leaving the University, all keys **MUST BE RETURNED** to the Lockshop and refunds, if any, will be made. It is the responsibility of the Department to retrieve all keys from departing employees. The employee should copy all records supporting the number and type of keys returned to the Lockshop for future reference and key refund credit. Employees failing to return their keys before leaving the University may have a financial hold placed on their final paychecks and/or final grades/transcripts.

Employees transferring from one location to another within the University **ARE REQUIRED** to **RETURN** their present keys and request via the key request form , keys for their new location.

## **LOST OR STOLEN KEYS**

All lost/stolen keys **MUST BE REPORTED IMMEDIATELY** to your Department, the Work Control Center, the Lockshop and University Police Department.

Use the key request form to report the lost or stolen key and a memorandum should accompany the form stating all facts about the incident. A copy of the memorandum and key request form will be sent to the University Police Department to ensure immediate concerns are addressed.

Information to be included in the memorandum when reporting the lost/stolen key is as follows:

Name, Department, date and phone number of employee.

Circumstances surrounding the incident and where the key(s) were lost or stolen.

Buildings and areas which are affected by the lost or stolen key(s).

It is important to document all information regarding the incident and all details should be included. This will help in any investigation which may follow the incident.

## **INSTALLATION AND REPAIR OF LOCKS**

All installation and repairs of door locks and mechanisms will be performed by the Facilities Services Lockshop. When remodeling or building renovation work is being performed by the University Renovation Staff, all non-university locks that are encountered will be removed at the Department expense. This will include the cost of any hardware necessary to complete the needed repairs.

## **CARD KEY ACCESS**

The following buildings will have the perimeter security system that will require a card key to enter and exit:

1. Ansari Business Building
2. Chemsitry Building
3. Church Fine Arts
4. William Raggio Building (Formerly College of Education)
5. Fleischmann Agriculture Building
6. Lombardi Recreation Building

7. Paul Laxalt Mineral Engineering
8. Paul Laxalt Mineral Research
9. Ross Hall
10. Sarah Fleischmann Building
11. School of Medicine (All buildings)

### **PERIMETER SECURITY-CARD KEY ACCESS POLICY**

The above list of buildings has the perimeter security, card access system, which requires a card key to enter and exit after normal business hours. Exterior doors are automatically locked magnetically after a predetermined hour, which will be posted at each exterior door.

**BUILDING HOURS:** Each building will have its own schedule for opening and closing as determined by the appropriate Dean for each building. Generally, operating hours will be from 7:00am to 11:00pm Monday through Friday. When the building is closed the magnetic door locks will automatically energize. On Saturdays and Sundays most buildings will be scheduled closed except when special events are arranged through the University Schedule Office. In special cases some buildings will be open on Saturdays and Sundays. Heating, ventilation and air conditioning will be on a setback mode when buildings are closed except for research facilities. Facilities Services Department will adjust the temperature control when buildings are opened for special events, during their normally closed period, as requested by the Scheduling Office.

**ENTRANCE / EXIT:** Buildings with the perimeter security system have two primary entrances with video surveillance and card key access from the exterior of the building after regular business hours.

**AUTHORIZED CARD KEY HOLDERS:** It is required that each person who is authorized to be in a campus building, after business hours, be responsible to have his or her card key with them at all times. This will enable each person to exit the building for non-emergency conditions. Authorized card key holders are not allowed to let anyone into a building after business hours under any circumstances except for public safety personnel if required for an emergency.

**FIRE ALARM EMERGENCIES:** The perimeter security system in each building is tied to the building fire alarm system. In the event of a fire alarm or a loss of power the perimeter security system will disarm the magnetic door locks. A card key will not be required to exit the building.

**NON-FIRE ALAM EMERGENCIES:** In the event of a non-fire alarm emergency such as personal assault, medical emergency, chemical spill, etc. call 911 from the nearest telephone. If calling from an emergency phone located at a primary entrance identify your call to Central Dispatch as an emergency, they will transfer your call to the 911 dispatch center. Center Dispatch Will the University Police and any other required emergency services. The University Police Department will open that building to give access to other services needed.

**VIDEO RECORD:** A video record of those individuals entering and exiting a building will be provided at the primary entrances and will be recorded when a building is officially closed. **Full time video monitoring by University personnel will not be provided.**

**TRAINING:** Training for the use of the card key will be required. You will be required to know the following:

Emergency Procedures

Where the main entrances and emergency exits are located

How to use the card key