

**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 conducive to learning, and research; while minimizing occurrences of theft or damage to equipment furnishing and other property. In order to ensure authorized entrance to certain facilities the university may issue keys to University faculty, staff, graduate student assistants, and student`s, or to 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 from 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 classification of users has the following key control authority and or roles:

- A. Full time EPA-Teaching (faculty), SPA, SPA Exempt, 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 of Physical Plant shall maintain a list of all authorized key holders for each facility on the campus.
- D. Physical Plant 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 Master and Grand Master Keys must be approved by the Chancellor of the University.

## **IV. Lock Out Procedures**

- A. If an individual has been locked out of their office, no ECSU employee member 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 of Physical Plant 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 key 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 of Physical Plant.
  
- 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 those keys shall be returned to the Director of Physical Plant, 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 of Physical Plant.
  
- B. If a key is lost or stolen, the Physical Plant 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, then 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)	<ol style="list-style-type: none"> <li>1. Chancellor</li> <li>2. Provost</li> <li>3. Executive Assistant to the Chancellor</li> <li>4. Chief of Police/Director of Public Safety</li> <li>5. Director of Physical Plant</li> <li>6. Campus Safety Staff</li> <li>7. Appropriate Facilities Staff</li> <li>8. Chancellor's Designee</li> </ol>	<ol style="list-style-type: none"> <li>2, &amp; 3 Chancellor</li> <li>4, 5, &amp; 8 Chancellor</li> <li>6. Director -Public Safety</li> <li>7. Director- Physical Plant</li> </ol> <p><b>Director of Physical Plant must approve all Key Requests.</b></p>
Building Master (Access to all locks within a building)	<ol style="list-style-type: none"> <li>1 Appropriate Facilities Staff</li> <li>2. Employees as needed to perform their duties</li> <li>3. Building Coordinators.</li> </ol>	<ol style="list-style-type: none"> <li>1. Director- Physical Plant</li> <li>2&amp;3. Appropriate Administrator</li> </ol> <p><b>Director of Physical Plant must approve all Key Requests.</b></p>
Sub-Master (Access to a group of locks within a building)	<ol style="list-style-type: none"> <li>1. Employees as needed to perform their duties</li> </ol>	<ol style="list-style-type: none"> <li>1. Appropriate Administrator</li> </ol> <p><b>Director of Physical Plant must approve all Key Requests.</b></p>
Single door lock	<ol style="list-style-type: none"> <li>1. Employees as needed to perform their duties</li> <li>2. Student access to residence hall rooms.</li> </ol>	<ol style="list-style-type: none"> <li>1. Appropriate Administrator</li> <li>2. Director of Housing and Residence Life.</li> </ol> <p><b>Director of Physical Plant must approve all Key Requests.</b></p>
Building Entrance	<ol style="list-style-type: none"> <li>1. Employees as needed to perform their duties</li> <li>2. Student access to residence hall rooms.</li> </ol>	<ol style="list-style-type: none"> <li>1. Appropriate Administrator</li> <li>2. Director of Housing and Residence Life.</li> </ol> <p><b>Director of Physical Plant must approve all Key Requests.</b></p>

**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.

Elizabeth City State University  
Request for Keys/Change of Locks Form

**Instructions:**

1. Please submit this form to request keys, return keys, change locks, or to report lost or stolen keys.
2. Forward completed form with required signatures to the Director of Physical Plant.
3. Keys may only be given to the individuals who submit the request.

**Please Print or Type All Information**

Name of Person Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

**Reason for Key Request**

**Department Information**

<input type="checkbox"/> New Employee <input type="checkbox"/> Return of Key(s) <input type="checkbox"/> Change of Lock Please list reason below.* <input type="checkbox"/> Lost Key(s) ** <input type="checkbox"/> Other	Name _____ Department _____ School/Division _____ Account to be charged _____ Signature of requestor*** _____
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\_\_\_\_ Lost key reported to Campus Police\*\*  
(Initials of Director of Public Safety)

\*\*\* By signing the signatory agrees to abide by the ECSU Key Control Policies.

\*Reason \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Building	Room

**Authorization Signatures**

Approved by Department Head \_\_\_\_\_ Date \_\_\_\_\_

Approved by Area Senior Administrative Officer \_\_\_\_\_ Date \_\_\_\_\_

Master Keys/Grand Master Keys \_\_\_\_\_ Date \_\_\_\_\_

Circle One **Requires Approval of the University Chancellor**

Cost Assessed \$ \_\_\_\_\_ Physical Plan Work Order Number \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
(Printed Named) Director of Physical Plant (Signature)