

Key Policy

I. PURPOSE AND SCOPE

A. The Security of University buildings is essential for the safety and protection of University students, personnel and equipment. Therefore, the following policy is established. The purpose of this policy is to regulate the issuance, use and return of keys to University of La Verne property.

B. This Policy will help provide a safe and secure campus environment through the diligent control of University keys. This policy applies to all students, faculty, staff, individuals, departments, colleges, divisions, and vendors of the University to whom University keys are issued. It is the responsibility of each department's authorized key signers to familiarize themselves with the University policy requirements for issuing University keys.

C. University keys are issued to individuals, not departments. It is the responsibility of the individual to safeguard those keys at all times.

II. Required Identification

A. A University of La Verne I.D. Card is required of all Faculty/Staff/Students and Vendors requesting keys. All paperwork must match name on I.D. Card.

III. Key Authorization

A. A key authorization inventory form needs to be submitted to Mary-Anne Biscan

B. The form allows for the issuance of the room/door keys being issued

C. Signature of the department head is required.

IV. Digital Key (Chad) Authorization

- A. A key authorization inventory form needs to be submitted to Laura Avalos
- B. The form allows for the issuance of the room/door keys being issued
- C. Signature of the department head is required.

V. Authorized Person Picking up Keys or digital chad for another Individual

- A. His/ her own I.D. Card
- B. A copy of the I.D. Card of the person receiving keys. (legible photocopy)
- C. All required paperwork referenced in the above procedure
- D. It is the responsibility and obligation of the person picking up a University building key for another individual to acknowledge they are signing for and receiving the key listed on the paperwork.
- E. In the event a key is delivered for an individual, it is the responsibility and obligation of the authorized departmental key signer that signed the key recipients authorization form to inform that key recipient they are personally responsible for returning keys when use of the keys is no longer required or prior to leaving the University.
- F. Note: When an authorized signer is being issued keys, another authorized signer must sign the paperwork outlined above. (EXCEPTION: Deans, Directors, and/or Department Heads.) Telephone authorizations WILL NOT be accepted

VI. Key Transfers

- A. For security reasons, the transfer of University building keys is prohibited
- B. For security reasons University building keys cannot be returned by mail

VII. Request for replacement of lost keys

- A. It is the responsibility of the individual whom keys are issued to report all lost or stolen University building keys to their Department head and to the Campus Safety IMMEDIATELY.

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B. In Addition- STOLEN University building keys must be reported to Mary-Anne Biscan Administrative Assistant II, Capital Planning, Facilities, and Space Management IMMEDIATELY.

C. STOLEN digital chads must be reported to Campus Safety IMMEDIATELY.

D. Individuals requesting replacement of lost or stolen keys must email Laura Avalos at lavalos@laverne.edu before summiting a work order.

E. Ones approved a work order needs to be summitted to the help desk using a Key Replacement Request Form.

VIII. Key Return

A. It is the responsibility of each department to instruct outgoing departmental personnel in possession of University building keys to return all keys to Human Resource prior to their departure.

B. All University building keys that are issued to individuals must be returned to Human Resource so the key return can be properly documented. A key return receipt will be provided upon request.

C. It is the individual responsibility to whom keys were issued, to return all keys to Human Resource prior to leaving the University, the department, graduating, retiring or termination of employment either voluntary or involuntary.