

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Facilities Services/Security Services
Subject:	Keys – Grand Master
Date Issued:	March 22, 2006
Date Revised:	September 26, 2018
Approved By:	Reviewed by Cabinet, Approved by President

I. Policy

This policy outlines the guidelines for issuance of college grand master keys to faculty and staff. In an educational institution there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. This policy seeks to address access concerns while maintaining the most appropriate level of security.

II. Purpose

The purpose of this policy is to provide the highest degree of security possible for our students, faculty and staff, and to safeguard the property of the College and the personal property of those who work and study at Luther College. Attaining this goal mandates the control of keys per the following guideline: issue by necessity, not for convenience.

III. Scope

This policy applies to faculty and staff requiring access to multiple areas on campus to perform their duties.

IV. Terms and Definitions

Keys (within this policy) will refer to the Luther's "Best Key System" keys and any future access devices used on any Luther College facilities.

- Outside door key – operates the outside door locks on a building.
- Individual room key – operates the lock on one door.
- Group room key – operates the locks on a group of rooms with the same core in multiple doors.
- Secondary-submaster key – operates all locks assigned to a department within a division.
- Submaster key – operates all locks assigned to a department.
- Building master key – operates all locks within a building.
- Grand master key – operates all locks within a group of buildings or similar occupancies, not the entire campus.
 - o High priority grand master key system – a key system that operates locks and allows access to faculty and certain staff offices.
 - o Residential living area grand master key system(s) – key system(s) that operates locks and allows access to residential living areas.
 - o Low priority grand master key system – a key system that operates locks and allows access to storage areas, mechanical areas, classrooms and outside doors.

V. Procedures and Guidelines

A. Authorization

- The President or Vice President for Finance and Administration are the only administrators who can authorize issuance of a campus high priority, low priority or residential grand master key.

B. Requests

- Typically only regular staff members will be issued grand master keys. On approval from the Vice President for Finance and Administration, temporary employees may be issued grand master keys. This approval should be obtained prior to the temporary staff member's hiring.
- Requests for grand master keys are made to the Facilities Services Department through the work order process by submitting a "fixit". All requests must explain the need and purpose. Additionally, a Master Key Request Authorization form must be completed
- The Director of Facilities Services will review the request and make a recommendation to the President or Vice President for Finance and Administration.
- Grand master keys will not be issued without written approval from the President or Vice President for Finance and Administration.

C. Employees accepting custody of grand master keys will be required to sign a statement acknowledging responsibility of their use and care.

D. Responsibility

- The authorized staff will sign the key issuance authorization form for any approved grand master key(s) issued.
- Grand master keys must be carried on the secure key ring provided by Facilities Services.
- All Facilities, Security and ITS employees shall secure their grand master keys with a chain or similar device to prevent accidentally misplacing their keys.
- Employees who are issued grand master keys as part of their job requirements must store those keys in a locked device in a secure area designated for the employee. The grand master keys shall be returned to the secure area at the end of the workday.
- Security will check secure lock boxes at the end of each workday. If any grand master key is not returned, they will immediately call the individual to identify the location of the master key(s). If a staff person inadvertently brings their master keys home, Security should verify with the staff person the keys are in their possession. Providing confirmation the keys are in the staff person's possession, it may be permitted to return the keys the following morning.
- No grand master keys should leave campus when an employee is off duty.
- As a rule, grand master keys to college facilities shall not be removed from the campus except for local (Decorah) travel on college business and in an emergency.
- Under no circumstances will grand master keys be transferred or loaned from one individual to another.
- High priority and residential grand master keys must not be issued to or used by students. The low priority grand master key will only be checked out to a student on a day-to-day basis.

E. Lost key(s) should be reported immediately to Facilities Services, ext. 1146, and Security ext. 2103. Requesting departments shall be responsible for the rekeying cost to all facilities affected by the lost key(s).

F. The Director of Facilities Services and the Vice President for Finance and Administration must review the list of people granted grand master keys annually.

VI. Confidentiality and Record

Facilities Services maintains records for the issuance of grand master keys.