Louisiana State University at Alexandria
Faculty Handbook

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: KEY CONTROL

PURPOSE: To establish a policy for maintaining security of buildings and their contents on the LSUA campus. Implementation and maintenance of the policy will be performed by the Executive Director of Facility Services.

GENERAL POLICY

It is the policy of the University that other than during normal working hours all buildings shall be locked in order to maintain the security of both the buildings and their contents.

Employees may be issued keys to university offices and buildings upon the recommendation of the respective department chairperson/director in accordance with established procedures.

Keys are issued for entry to University buildings for the purpose of conducting University business only. All keys will be entered into LSUA's key control system.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests as long as the guests stay in the proximity of the employee having the assigned key, and the authorized individual assumes full responsibility for their presence. An authorized employee shall not lend his/her key to another individual.

An employee entering or leaving a locked building shall be responsible for securing the door and may be responsible for any loss or damage to University property resulting from failure to do so.

All keys issued remain the property of the university and shall be returned under the following conditions:
- Upon transfer to another department or building.
- Upon relinquishing administrative or supervisory position
- Upon termination of employment
- Upon the request of the department chairperson/director or other supervisor
- Upon being granted a leave of absence without pay for a period of 30 or more calendar days, however, employees granted such leaves may retain their keys if they are authorized to have access to the building and/or office during the leave.

Employees transferring to another department or building may be issued new keys upon the recommendation of the new department chairperson/head and approved as defined in paragraph above.

It is the responsibility of the appropriate department chairperson/director or his/her designee to ensure that all keys are returned under provisions listed.

In no case is a key to be transferred from one individual to another or to be obtained from any source other than from the university. When any transfer or duplication of a key is made or used without university consent, the key shall be recovered and the employee(s) involved reported to the administrative head, superior officer or chancellor for appropriate disciplinary action.

Special assignment of keys, where required (such as contractors) may be authorized and issued by the Executive Director of Facility Services only.

REGULATIONS

Keys to cabinets, lockers and drawers within any building that contains crucial or confidential information/documentation or cash belonging to the University are covered under the provision listed above.

Key issuances are recommended by the department chairperson/director.

The types and number of keys issued will be limited to the minimum required by regular work assignments.

Procedures for the issuance and return of keys may be altered by the Executive Director of Facility Services to make keys available to plant personnel as required to meet work requirements throughout the campus.

The loss or theft of any key is to be reported immediately to the department chairperson/director who in turn will notify Facility Services and Campus Security.

Lost keys turned in to a department are to be forwarded immediately to Facility Services.

Annually each department must check and certify the accuracy of an inventory list of keys issued for areas under its jurisdiction. This procedure will be initiated by the Executive Director of Facility Services no later than April 1 and completed no later than May 1 of each year.

Keys must be presented at the request of any campus police officer or other law enforcement official in the performance of his/her duty.

As standard procedure, Facility Services will deliver and pick up keys at the department. The department is responsibly for contacting Facility Services and making the necessary arrangements to have returned keys picked up.

PROCEDURES FOR ISSUANCE OF KEYS/ELECTRONICS KEYS

The department responsibility:
- Upon request for key, initiate Key Inventory Form, completing all information.
- Key Inventory Form must be typed
- Key Inventory Forms are available from Facility Services
- A separate form is used for each key request
- Obtain department chairperson/director recommendation
- Acquire approval for building master from the respective Vice Chancellor, any grand master must have approval from the Chancellor
- Send signed forms to Facility Services
- Obtain employee's signature on inventory form
- Give key and copy of inventory form to employee
- Give signed inventory form to Facility Services
- Retain copy and file in individual's personnel file as reference to which keys are issued.

Facility Services will secure key and deliver key and copies of Key Inventory Form to department. It is Facility Services responsibility to change locks and the responsibility of Information and Educational Technology Services to change or administer codes.

PROCEDURES FOR RETURNING KEYS/ELECTRONIC KEYS

Department Responsibility:
- Upon determining that an individual is transferring, terminating employment or relinquishing administrative appointment with the university, review files to see what keys are to be returned.
- Retrieve key from individual, making certain that key number matches that on copy of inventory form.
- Signify receipt of key by signature on copy of key inventory form from departmental files.
- Return keys and copy of inventory form to Facility Services.

PROCEDURE FOR LOST, STOLEN OR RECOVERED KEYS

Department Responsibility:
- Notify Facility Services and Campus Police immediately by telephone when a key is reported lost, stolen or recovered.

- In the case of an offense by an employee, the respective Vice Chancellor may take appropriate action (including assignment of costs and/or disciplinary action).

It is the responsibility of Facility Services to re-key or change locks in all buildings and the responsibility of Information and Educational Technology Services to maintain the key card program.

APPROVED:

| Robert Karam | 03/12/09 |
| Executive Director of Facility Services | Date |

| David P. Manuel | |
| Chancellor | Date |

**Louisiana State University at Alexandria
Key Inventory Form**

Employee Name:_____

Department:_____

Employee type (check one):
□ Faculty/Staff   □ Student Worker   □ Transient worker   □ Adjunct instructor
□ Other (specify)_____

Key(s) issued:

_____

_____

_____

Reason for key issuance (justification):

_____

_____

I understand that the key issued to me belongs to the State of Louisiana and will return at the end
of my employment or when no longer needed for the above justification.

_____
Employee Signature   Date

I certify that the above keys have been issued to the employee above for the reason stated and
approve this issuance.

_____
Department Head/Director Signature   Date

For Facility Services' use only:
Date received in Facility Services_____ by _____.

Date entered in Key Control System_____.

Revised Nov. 2008