

**Lake Region State College  
Policy and Procedure Manual**

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**SECTION 1500.14**

**KEY CONTROL**

**Purpose**

Lake Region State College prescribes procedures for access to college facilities and to assist key holders in maintaining the security of LRSC. It is the responsibility of each Key Holder to ensure proper procedures are followed to maintain the security of LRSC buildings and facilities to which they have access. Key Holders are responsible for physically securing access points upon entering or leaving a room or facility after operational hours.

**Definitions**

The term "keys" within this policy pertains to all LRSC key systems, including manual and electronic access devices installed in any LRSC facility. The term "Key Holder" refers to staff, faculty, students, contractors, support service personnel and anyone else who holds keys to LRSC buildings and facilities. The term "keyed off the building master" within this policy refers to any room that is keyed differently than the master key of the building in which the room is located.

**Article 1            General Provisions**

- 1.1 Keys are issued through Lake Region State College Plant Services and remain the property of Lake Region State College.
- 1.2 Any exemption to this policy may be made only with permission from the LRSC Administrative Council.
- 1.3 Rooms may be keyed off the building master key system if a written request has been submitted by the department responsible for said room and the request has been approved by the Lake Region State College Administrative Council.
- 1.4 The Lake Region State College Plant Services Director shall have access to all areas, including rooms keyed off the building master, unless such access has been restricted by the Lake Region State College Administrative Council.
- 1.5 It is a violation of this policy to attempt duplication of Lake Region State College keys by anyone other than Lake Region State College Plant Services lock shop personnel. Duplicated keys will be confiscated.
- 1.6 It is a violation of this policy to alter any Lake Region State College locking system by anyone other than the Lake Region State College Plant Services staff. The installation of alternate locking devices is also forbidden. The devices will be removed and the department or key holder responsible for the violation will be charged for all costs incurred.
- 1.7 Situations requiring special security measures will be coordinated with the Lake Region State College Plant Services department.

**Article 2            Requesting and Issuance of Keys**

- 2.1 A key request form, obtained from the Lake Region State College Plant Services Director, must be signed by the direct supervisor of the intended key holder and submitted to the Lake Region State College Plant Services Director for all requests for keys.

- 2.2 Key holders can request keys only for those rooms and areas to which they are assigned responsibility. A Key receipt form, obtained from the Plant Services Director, must be signed by the key holder upon issuance of keys.
- 2.3 Only one outside door, sub-master or master key will be issued to any key holder. Issuance of building master keys requires the approval of the Lake Region State College Administrative Council.
- 2.4 All incomplete, illegible, incorrect or unsigned forms will be returned to the requesting key holder.
- 2.5 A key inventory system will be maintained by Lake Region State College Plant Services.

### Article 3            Key Returns

- 3.1 All keys no longer needed by the key holder shall be collected by their direct supervisor and returned to the Lake Region State College Plant Services Director. Direct supervisors shall also notify IT to deactivate electronic proximity cards and fobs. It is a violation of this policy to transfer keys to any other individual or to be left with the department.
- 3.2 A key-return receipt will be issued to the key holder when keys are returned. The keys will then be removed from the key holder's inventory record.

### Lost/Stolen/Non-Returned Keys

If a key is lost or stolen, it is the responsibility of the Key Holder to immediately notify the LRSC Plant Services Director and their direct supervisor. Repeated loss of keys or failure of timely notification of loss may result in disciplinary action up to and including termination of employment. Failure to return keys upon termination of employment may result in a fine and/or theft of property charges.

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### History

Administrative Council Approved 07/18/08  
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