UNIVERSITY POLICY

SUBJECT:	ADMINISTRATION		**TITLE:**	ISSUANCE OF KEYS	
CATEGORY: Check One	**Board of Trustees** ☐	**Presidential** ☒	**Functional** ☐	**School/Unit** ☐	
Responsible Executive:	Senior Vice President for Administration		**Responsible Office:**	Public Safety	
CODING:	00-01-10-80:20	**ADOPTED:**	06/01/91	**AMENDED:**	09/16/09
				LAST REVIEWED:	09/16/09

I. PURPOSE

To establish the policy and procedure for issuing keys for UMDNJ owned or leased facilities.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Director of Public Safety shall implement this policy.

III. APPLICABILITY

This policy applies to all University personnel. For specific procedures pertaining to University Hospital, refer to EXHIBITS C and D.

IV. POLICY

A. Requirements:

1. Exterior Door Keys:

a. The Executive Vice President, Senior Vice Presidents, Deans and Vice Presidents may request issuance of exterior door keys to a Director level and above only when there is a demonstrated need for regular access. Only in exceptional circumstances supported by written justification, will faculty and staff below the Director level be issued keys to exterior doors.

b. Generally, a request for keys to exterior doors will only be approved when individuals must use UMDNJ facilities during other than regularly scheduled hours and when Public Safety personnel are not positioned at these doors.

c. Individuals who do not have keys to exterior doors, but must work during other than regularly scheduled hours should contact Public Safety to make arrangements for access.

d. Public Safety personnel may be issued keys to exterior doors as needed.

2. All Other Keys:

a. Keys to all other offices, including departmental master keys, will be managed and controlled by the highest level supervisor for that area.

3. Misuse of Keys:

a. New Jersey state law provides penalties for the unauthorized use, duplication, or unauthorized possession of keys designed for use on state property.

b. Keys to all doors for UMDNJ facilities must be issued or approved by Public Safety.

c. Any individual found using, duplicating, or possessing unauthorized keys to University facilities is subject to possible administrative penalties up to and including termination and criminal prosecution.

4. Key Deposit:

a. Individual keyholders are required to pay the University a $5.00 cash deposit for each key issued.

b. The deposit shall be refunded to the keyholder through biweekly payroll check/direct deposit as a non-taxable reimbursement upon return of the key to the Locksmith Unit/Public Safety Offices at the following locations:

- Locksmith Unit (Newark) — ADMC BLDG. 5
- Locksmith Office (Piscataway) — UBHC D 126
- Locksmith Office (New Brunswick) — CAB 1013
- Public Safety Office (Camden) — ERB Atrium
- Public Safety Office (Stratford) — PCC 108

c. The deposit shall be forfeited if a key is lost or stolen, and another $5 deposit shall be required for the replacement key.

d. Deposits are not to be charged back to individual departments.

B. Responsibilities:

1. Public Safety is responsible for:

a. issuing keys no later than ten (10) working days from the date the request was approved;

b. keeping an accurate record of all door keys issued by building, location, requestor, appropriate Dean or Vice President, date issued and date returned or date lost;

c. investigating the theft, loss, and unauthorized use, duplication, or possession of keys;

d. billing the keyholder's department for necessary locksmithing services;

e. advising the Director level or above of the security impact of lost or stolen keys in affected areas;

f. returning the deposit to keyholders upon their voluntary separation from the University, and upon receipt of key; and

g. individuals who terminate, transfer or take an extended leave of absence will be mailed their deposit upon receipt of key.

2. Requestors of keys are responsible for:

a. completing the Locksmith Work Request form (EXHIBIT A) and obtaining the required signatures by a Director level or equivalent;

b. acknowledging receipt of and responsibility for keys by executing a University-Wide Key Receipt Card (EXHIBIT B); and

c. returning keys to the Locksmith Unit/Public Safety Offices upon separation from current department/location.

3. The Director level or equivalent (and above) is responsible for:

a. collecting keys in the possession of faculty and staff who terminate, transfer, or take a long-term leave of absence; these keys are to be returned and signed for by a member of the Locksmith Unit/Public Safety Offices;

b. reviewing and signing Locksmith Work Request forms; and

c. compensating the University through the Public Safety Department for the replacement costs for lost keys and necessary re-keying of locks.

V. PROCEDURES

A. Request for exterior door keys:

Performed By:	**Action Taken:**
Director Level or Equivalent (and above)	1. Completes Locksmith Work Request form (EXHIBIT A) and submits to the appropriate Dean or Vice President for signature. The form is then forwarded to the Director of Public Safety for approval.
Director of Public Safety	2. Reviews the request, and if approved, directs that the key be issued; if the request is denied, informs the requestor and the appropriate Dean or Vice President.
Public Safety Locksmith	3. Issues the key.
Requestor	4. Signs for key at Locksmith Unit/Public Safety Offices. NOTE: Individuals are not permitted to pick up keys for other persons.
	5. Keys that are not picked up after 30 days of notification, will be returned to files and must be reordered and approved again on a Locksmith Work Request Form

B. Request for keys (other than exterior door keys):

Performed By:	**Action Taken:**
Director Level or Equivalent (and above)	1. Reviews completed Locksmith Work Request form, and if appropriate, signs the form

Performed By:		**Action Taken:**
		authorizing Public Safety to issue key to the requestor.
Locksmith Unit/Public Safety Office	2.	Issues the key to the requestor.
Requestor	3.	Signs for key at Locksmith Unit/Public Safety Offices. NOTE: Individuals are not permitted to pick up keys for other persons without written permission from an appropriate department head (or above).
	4.	Keys that are not picked up after 30 days of notification, will be returned to files and must be reordered and approved again on a Locksmith Work Request Form.

C. Lost keys for exterior doors:

Performed By:		**Action Taken:**
Keyholder	1.	Notifies Public Safety of the loss immediately and reports all pertinent information concerning the missing key.
Public Safety	2.	Investigates the incident. Notifies the keyholder's Dean or Vice President of the loss of the key. Forwards a copy of the incident report to the Director of Public Safety.
Director of Public Safety	3.	Reviews the incident report and circumstances involving the missing key. If the circumstances warrant, directs that the lock be re-keyed and that the requestor be issued a replacement key.
Public Safety	4.	Re-keys the lock, as appropriate.
	5.	Issues the new key with copies to the appropriate Dean or Vice President, and all other individuals who held keys to the re-keyed exterior lock.
	6.	Bills the affected department for the cost of necessary locksmith services and collects new deposit from keyholder who lost key(s).

D. Lost keys (other than exterior door keys):

Performed By:		**Action Taken:**
Keyholder	1.	Immediately notifies Public Safety of the loss and reports all pertinent information concerning the missing key.
Public Safety	2.	Investigates the incident. Notifies the keyholder's Director or Department Head of the loss of the key.

Performed By:	**Action Taken:**
Director Level or Equivalent (and above)	3. If appropriate, generates a Locksmith Work Request form authorizing Public Safety to re-key the affected lock(s).
	4. Collects all outdated keys and turns them over to Public Safety.
Public Safety	5. Re-keys the lock.
	6. Issues the new key with copies to all other individuals who held keys to the re-keyed door.
	7. Bills the affected department for the cost of necessary locksmith services and collects new deposit from keyholder who lost key(s).

E. Return of all keys:

Performed by:	**Action Taken:**
Keyholder	1. Upon voluntary separation from the University, returns key(s) to the Locksmith Unit/Public Safety Offices, and obtains a refund of the deposit paid through biweekly payroll check/direct deposit as a non-taxable reimbursement.
Director Level or Equivalent (and above)	2. Upon terminations, transfers, and long-term leaves of absence, obtains key(s) from keyholder and forwards them to the Locksmith Unit/Public Safety Offices. Note: Departments shall not re-issue aforementioned key(s) at any time to a successor or alternate individual.
Public Safety	3. Sends refund of deposit to individuals referenced under E.2. upon receipt of key(s). If the key(s) will be used by a successor or alternate individual, re-issues key at no expense to the requesting department. If the lock must be re-keyed, bills the department for that service.

VI. EXHIBITS

A. Locksmith Work Request

B. University-Wide Key Receipt Card

C. University Hospital Procedures For Issuing/Replacing Keys

D. University Hospital Key Release Form

By Direction of the President:

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Senior Vice President for Administration

EXHIBIT A

LOCKSMITH WORK REQUEST
(Can be obtained from General Stores)

UMD NEW JERSEY

LOCKSMITH WORK REQUEST

LOCKSMITH UNIT
Department of Public Safety
Martland Building, Room GB-72
Ext. 2-5213

Index No.						
Fund No.						
Account No.						

Work Requested By	Department	Phone Extension	Date of Request

Work To Be Done At	Authorized Signature/Dept. Head	Budget Approval

PLEASE TYPE — Description Of Work To Be Done — PLEASE TYPE

Requester Retains Pink Copy. Send all other copies to Locksmith Unit.

FOR LOCKSMITH USE ONLY

Locksmith Assigned _____ Material Cost _____

Date Work Completed _____

House Spent _____ CHARGE BACK ❑ Yes ❑ No

Survey Complete _____

DESCRIPTION OF WORK PERFORMED

_____

_____

_____

_____

Date Completed _____ Locksmith Supervisor _____

EXHIBIT B

UNIVERSITY-WIDE KEY RECEIPT CARD
(Provided when individuals sign for key(s))

Name _____

Dept. _____ Phone _____

Key # _____ Room # _____

Building _____ Date Cut ____/____/____

Date ____/____/____ Signature _____

A $5.00 depost is required in order to receive this key, refundable upon surrender to the locksmith's office.

EXHIBIT C

UNIVERSITY HOSPITAL PROCEDURES FOR ISSUING/REPLACING KEYS

A. Responsibilities:

1. Requestors of keys are responsible for:

   a. acknowledging receipt of and responsibility for University Hospital keys as well as associated replacement costs, by signing a consent form: University Hospital Key Release Form (EXHIBIT D); and

   b. enclosing a check in the amount of either $25 (Single Change Key) or $50 (Department Master Key) with the request to replace lost keys.

2. University Hospital Department Manager/Nurse Manager and Associate Administrator/Director of Patient Care Services are responsible for:

   reviewing and signing the Locksmith Work Request form (EXHIBIT A), and forwarding the form to the Chief Operating Officer (or in his/her absence, to the Chief Executive Officer) for final authorization.

3. Chief Operating Officer is responsible for:

   reviewing and approving/declining requests for University Hospital keys, and forwarding the signed work order to the Locksmith's Unit.

B. Procedure for Issuing New Keys:

Performed By	Action Taken:
Requestor	1. Completes Locksmith Work Request form and submits to appropriate Department Manager/Nurse Manager and Associate Administrator /Director of Patient Care Services for their signatures
Department Manager/Nurse Manager Associate Administrator/Director of Patient Care Services	2. Reviews request and issues signature on form. Sends form to the Chief Operating Officer for final authorization
Chief Operating Officer	3. Reviews the request, and if appropriate, forwards the signed work order to the Locksmith Unit.
Locksmith	4. Contacts requestor upon completion of the said key or keys to be picked up and signed for by each requestor.

EXHIBIT D

UNIVERSITY HOSPITAL KEY RELEASE FORM
(Provided when individuals sign for key(s))

UNIVERSITY HOSPITAL
KEY RELEASE FORM

Ext: Date: / /

Please **carefully** read the following:

In order to maintain a system of accountability and liability for keys, Hospital Administration requires that any individual to whom a key is issued sign a consent form, acknowledging the responsibility for that key, as well as the associated replacement costs.

A key replacement cost schedule has been determined, as follows:

1) Department Master Key (key that can open two or more locks that are keyed differently): **$50.00**.

2) Single Change Key (key that can open one or more locks that are keyed alike): **$25.00**.

Name (Last, First, M.I.)_____

Department Name_____

I, the undersigned, acknowledge the receipt of the key listed below. I understand that I am responsible for the security of the key at all times. I will be required to pay a fee, according to the above cost schedule, for the key, should it need to be replaced. I further understand that upon leaving the employment of University Hospital, I will return the key to my Department Director.

Signed_____ Date_____

FOR OFFICE USE ONLY

DEPARTMENT MASTER KEY ____
SINGLE CHANGE KEY ____

KEY NUMBER_____ ROOM NUMBER_____