Gettysburg College

KEY CONTROL POLICY

February 2017
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A. Policy Statement

The purpose of this policy is to provide a documented procedure for the inventory, issuance, and return of all keys to ensure a safe environment. It establishes guidelines for access to College owned and leased facilities by employees, students, guests, vendors, and contractors. This policy is specific to metallic key access. Electronic key access is addressed through the institution’s Access Control Policy and Protocols.

The buildings and facilities of Gettysburg College are available for general use by students and employees for educational and business purposes. During scheduled hours, the buildings are open for classes, meetings, work and other activities as required. After-hours access to the buildings will be made with the use of a building key or access control card – depending upon the nature and security set-up of the specific space or building.

B. Objective

- To establish the responsibility, eligibility, and approval to carry Gettysburg College keys.
- To achieve maximum security while maintaining reasonable usability of College facilities.
- To maintain strict control of the campus key and lock systems, including key duplication and distribution.
- To maintain a recorded chain of accountability for all keys issued and used.

C. General

Master Key and Lock System

All College facilities are equipped with a lock and key system and are maintained by the Facilities Services Department. It is necessary to provide access to only authorized employees while limiting access to College properties; to maintain current inventory of keys issued to authorized personnel; to cut task keys and minimize the sub-master and master key issuance; and to ensure the recovery of keys from those persons no longer authorized to have access to College properties.

D. Responsibilities

Departments

Each department is responsible for the security of their department-controlled spaces, such as offices, conference rooms, laboratories, practice rooms, and seminar rooms. College Departments that have frequent requests for keys may be asked to identify a Key Control Coordinator. These Coordinators need to
account for keys issued by the Facilities Services Department and would act as the central point of contact for all key requests within their department.

**Individual Key Holders**

All key holders of Gettysburg College have been entrusted with access to College owned or leased facilities and given the responsibility to maintain access control within those facilities, by

- Not allowing unauthorized individuals into a facility
- Not unlocking or propping open doors that would allow unauthorized persons to enter the facility
- Not leaving room windows unlocked to allow unauthorized entry, or leaving windows open potentially causing damage due to weather exposure
- Not loaning keys to unauthorized persons
- Not making duplicate keys
- Not keeping or hiding keys in common access areas for others to share
- Not damaging, tampering or vandalizing any College keys, locks or hardware
- Not failing to return keys when requested

**Facilities Services Department**

Facilities Services is responsible for the College Master Key System to include:

- Cutting and destroying keys
- Providing locksmith services
- Maintaining a key inventory
- Developing and maintaining a key system for all buildings
- Documenting all key signature cards and transactions
- Planning all future construction and renovation projects

Locksmith services will include emergency response on a twenty-four hour basis, when deemed necessary by the Department of Public Safety.

**Department of Public Safety Services (DPS)**

DPS is responsible for:

- Overseeing the Key Control Policy
- Approving grand master key requests
- Securing all College buildings
- Managing the lockout process
- Emergency access for response personnel
- Patrolling all campus facilities and buildings for unauthorized persons and activity, and reporting all suspicious or illegal activity discovered while performing their responsibilities.
The Directors of Public Safety and the Assistant Director for Access approve all new key requests that were not originally assigned to a specific position or department.

**Provost Office**
The Provost sets the hours of operation for all academic buildings and spaces during both the Fall and Spring semesters. Those hours are then entered into the card access system, as applicable, as well as given to DPS to coordinate opening and closing of these buildings and spaces.

**Scheduling Coordinator**
The Scheduling Coordinator is the primary user of the College scheduling system known as 25 Live. The Coordinator consults with various committees and campus community members to ensure that building and room openings are properly scheduled. The 25 Live system has a request and approval verification, as well as instructional information for individual spaces. Anyone requesting to use a classroom or building for any reason beyond the normal scheduled class posted by the Registrar’s Office should use the 25 Live System located on the College website under Calendar of Events.

**Conference Services**
The Conference Services Department is responsible for scheduling facilities for non-College departments and organization-hosted events throughout the year. Non-profit organizations, sports camps, private business meetings, and other related activities are just a few types of events that are coordinated by Conference Services. Conference Services will coordinate with the campus community on needs and support for each group using College facilities. Conference Services is the primary user of the 25 Live system during the summer months and is responsible for coordinating all room reservations during that time.

Residential room keys and facility access are all coordinated at this level. During the summer months, the Conference staff handles residential lockouts from 7:00 am to 11:00 pm, and Public Safety handles them from 11:00 pm to 7:00 am.

**Office of Residential Life**

Residence Life is responsible for issuing and collecting all residential student keys at the beginning and end of the academic year; coordinating all room changes, transfers, withdrawals; and managing student access concerns in each residence hall. They coordinate with the Assistant Director of Access, for all lock changes and fines assessed for locksmith services. They review the student key process each year to ensure that it is kept up to date and ready for the upcoming academic year.
Information Technology

Information Technology is responsible for maintaining the technology equipment to include telephones, computers, audio visual, wiring, wireless, software, databases, and HUBS throughout all of the College facilities. Service response persons are provided master key access to a majority of the campus. All services provided to residential students and employee office spaces are by appointment, so access into individual residential rooms and offices is not required for normal service.

Open computer laboratories are available on a twenty-four hour basis in several buildings. These rooms are open to the campus community members who have a College identification card and present it when requested.

E. Building Hours

Residence Halls and College Houses

Residence halls and College houses are secured twenty-four hours a day. All student residents are issued an access card that will access the exterior doors and a key for their individually assigned room for that building. All guests and visitors must be accompanied by a residential student at all times while inside the building. Access to the building is the responsibility of resident students. Any unauthorized person found in any residence hall will be asked to leave. Any refusal to leave by unauthorized person will result in trespassing charges by the local police.

Fraternities

Fraternities are required to be secured twenty-four hours a day. All student residents are issued an access card that will access the exterior doors and a key for their individually assigned room for that building. All guests and visitors must be accompanied by a residential student at all times while inside the building. Access to the building is the responsibility of resident students. Any unauthorized person found in any fraternity building will be asked to leave. Any refusal to leave by unauthorized persons will result in trespassing charges by the local police.

Academic Buildings

Academic Buildings are opened each morning by 7:00 am Monday through Friday by housekeeping staff and secured by the Department of Public Safety. On weekends and holidays DPS handles all openings and closings. The Provost Office determines the hours of operation for each academic building. Academic Departments wishing to change the hours of operation should make a request to the Provost.
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<thead>
<tr>
<th>Hours of Operation</th>
<th>Academic Semester</th>
<th>Non-academic</th>
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<tr>
<td>Breidenbaugh Hall</td>
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<td>Academic semester</td>
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<td>7am to 5pm</td>
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<td>Glatfelter Hall</td>
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<td>West Building</td>
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<td>7am to 5pm</td>
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**Administrative Buildings**

Administrative buildings are opened each morning Monday through Friday by the housekeeping staff or by building staff members. The buildings are then secured after 5:00 pm by DPS or building staff members. Administrative buildings are closed on weekends and holidays, unless specifically scheduled to be opened.

**Athletic Facilities**

Athletic facilities include Musselman Stadium, Shirk Field, Jaeger Fitness Center, Bream/Wright/ Hauser Complex, various sports and intramural fields, and tennis courts. These facilities are scheduled and controlled by the Athletic Department. Hours are established for open use by the campus community each semester. Visit Scheduling Coordinator and guests must be accompanied by a campus community member at all times. All NCAA sporting events are open to the public.
F. Access to Facilities

General Public

The general public is invited to attend many lectures, performances, and athletic events. These events are posted in the local community media outlets and may or may not require admission fees. Events that are not advertised in the local community media outlets, but are advertised on College internal media outlets such as the Gettysburgian, electronic digests, College TV system, emails, and posters are considered open to the general public unless specifically stated that they are only open to campus community members and their invited guests.

Students

- Residential students are issued an identification card that also acts as an access control card for their assigned residence hall. Student identification cards also provide community hour access to certain residential spaces by all students.
- Guests of students must be with their student host at all times while on College property. Guests who are unaccompanied by a student host will not be admitted into any residential or other secured areas under any circumstances.
- Academic Spaces – students are permitted in any academic space for educational purposes during the hours approved by the Provost (see Hours of Operation in Academic Buildings section above)
  - Once an academic building’s exterior doors are secured, access may only be gained to those academic buildings designated for 24-hour use by using an access card.
  - Access into any locked building or area is strictly prohibited for any reason by non-access card holders.
  - In some cases, a student may be given special permission to check keys out at Public Safety to obtain access to certain areas. This process is on a case-by-case basis and is coordinated by the Locksmith, key coordinator, and approved by Public Safety.
- Administrative Spaces – special permission and arrangements are required for students to work within these spaces. Access must be prearranged by the host department by issuing a key directly to the student or by allowing them to check a key in and out at Public Safety.

Employee

In general, all employees are given the necessary keys to perform their job duties or they must prearrange access via the 25 Live scheduling system. In some cases, an employee may be given special permission to check keys out at Public Safety to obtain access to certain areas. This process is on a case-by-case basis and is coordinated by Public Safety.
Contractors and Vendors

The host department sponsoring any contractor or vendor is responsible for making access arrangements for services provided. Depending on the scope of work involved, keys may be provided to the contractor or vendor or a College employee will be assigned to accompany the provider. The host department must make this decision and is responsible to communicate and coordinate between the contractor or vendor and Public Safety. Facilities Services Office has the ability to issue keys to contractors, vendors and staff who need to gain temporary access to perform their work. This access is granted by designated managers or supervisors.

Directors of Public Safety and the Assistant Director of Access need to approve any campus request to supply a contractor or vendor a key or access cards one week in advance of the work. These keys will only be issued during work hours. Contractors and vendors will not be issued keys overnight or on weekends. They must check keys out at the beginning of their work day and return the keys at the end of their work day.

Occasionally, the need may occur to give temporary access to a specific building or space for an extended period of time, to a contractor or vendor. All key request for a non-College employee must begin with the Director of Patrol and Investigative Services. Once the request has been approved the requestor and Facilities Services will be notified.

A daily contractor/vendor accountability system has been implemented to identify what contractors or vendors are on campus at any given time. Each host department enters the dates and times each contractor/vendor is scheduled to be on campus on any given day into the system. DPS uses this system to know who contractors and vendors are, and where and when they are on campus.

Each host department must complete the contractor/vendor accountability log in advance and complete the contractor/vendor accountability log when the contractor/vendor departs campus. Any unmarked vehicle that is being used by the contractor or vendor must be registered with DPS and display a parking permit. Marked vehicles are not required to be registered, but must be on the daily contractor/vendor log as being on campus that day.

G. Requesting Keys

Assigned to an Employee

- Designated employees who require access to a particular room or their assigned office, when authorized by a Department Official (manager, chair, Residence Life)
- These keys must be requested by completing a work order through the Facilities Services Service Response Center.
If approval is needed, these requests will go, from the Assistant Director of Access to the Directors of Public Safety. In turn, they will review the request and consult with the Assistant Director of Access.

Once approved, the Locksmith will be issued a work order for the request.

All keys are to be individually assigned to an employee

Employee will take responsibility for the keys issued to them.

Employee must sign a key signature card that will be recorded in the Facilities Services.

These keys must be under the control of the employee at all times.

**College Level Grand Master Key Authorization**

- Grand Masters can access all residential, academic and administrative spaces.
- Certain College employees require grandmaster keys in order to perform their duties and responsibilities. (see Appendix A)
- There are three different grand master keys which are issued based on need.
  - Residential Grand Master
  - Administrative Grand Master - Schlage key blank
  - Administrative Grand Master - Corbin key blank.
- These keys must be requested by completing a work order through the Facilities Service Response Center.
- Approval of keys is required by the Director of Public Safety and the Assistant Director of Access. They will inform Service Response whether the new request is approved.
- Once approved, the Locksmith will be issued a work order for the request.
- All keys will be individually assigned to an employee
- Employee will take responsibility for the keys issued to them.
- Employee must sign a key signature card that will be recorded in Facilities Services.
- These keys must be under the control of the employee at all times

**Key Inventory Log**

- Each department that issues building and grand master keys to staff employees must:
  - maintain a grand master key and building master daily key inventory
  - document the status of each key on a log sheet or through an electronic inventory system
  - If recording in a log, require all employees to provide hand signature for the keys in and out each day for their assigned shift
- If staff employees are called into work and their normal building, departmental, and master keys are not accessible, then DPS will issue a set of grand master keys as needed for their call-in purposes or aid with accessibility based on the situation.
Residential Student Key Authorization

Every student who is assigned to College housing will be provided with an identification card or key access to the exterior of their assigned building and interior access to their room or apartment. Each student must present an identification card to receive their key. Key distribution is designated within The Housing Director software. Students will be designated as "moved-in" when they are given their key and "moved-out" when they return their key. Keys returned or lost are also noted in The Housing Director. This process is coordinated by the Residence Life Staff.

Students who lose or break a key should report it to the Department of Public Safety immediately so that re-keying can take place immediately, so that lost or stolen keys may not be used by unauthorized persons to gain entry into a student’s room to commit crimes.

Conference Residential Key Authorization

Conference groups will be issued residential keys during the registration process for each group and returned before departing campus. These keys will access the exterior building doors and the interior room doors. Conference directors will be issued a master key for each of their assigned residence halls, if requested. These keys are to be used for oversight of their attendees and assist with lockouts. All lost or stolen keys must be reported immediately Conference Services in order to assure the safety of the campus community. Conference Services will coordinate this process for each group.

H. Returning Keys

Employees

- Administrators and staff will return their keys at the end of their employment to Human Resources. Faculty will return their keys to the Academic Department Assistant.
- Human Resources and the Academic Department Assistant inform the Service Response Center, in a timely manner, to have the keys picked up. A work order will be issued for the Locksmith to verify that all assigned keys have been returned.
- All returned keys will be secured by Facilities Services until the request for the key has been made through the Service Response Center for issuing.

Students

- Students will return their room keys at the end of their housing agreement to the Office of Residential & First-Year Programs (CUB 250) during office hours as per Residence Life policies.
- DPS maintains a key drop off box for Residence Life for students returning keys during non-business hours. There is also a locked key drop off box outside of the Office of Residential & First-Year Programs (CUB 250) for after hour key return, when needed.
Residence Life inventories the keys and maintains them until reassigned to students.

The Locksmith manages residential keys that are required for Conference Services over the summer and returns them in August.

I. Lockouts

Employees

Any employee who is locked out of their office, classroom, or laboratory should first contact their department chairperson, director, or designee who should have a department master key. When no department master key is available, then the employee should contact Public Safety. Public Safety handles lockouts as time permits. Upon the arrival of the Public Safety Officer, the employee must show their College ID to verify their identity.

Student Residential Rooms

Any student who is locked out of their room may go to the Department of Public Safety and request to check out a reserved room key to access their room. The following instructions and expectations apply:

- The reserved room key (known as the "bar key") may only be checked out for a maximum time period of 30 minutes. This time period provides students with ample time to use the "bar key" to enter their room, pick up their own key, and return the "bar key" to DPS.
- If the "bar key" is not returned within 30 minutes, then the student will be charged a $25 late fee.
- If the "bar key" is not returned by 8:00 AM the next day, then a work order will be submitted for a lock change at the student's expense.
- When the student returns the "bar key" to DPS, they must show their room key. If they do not show the officer their room key, then a work order will be placed to change the lock and issue new key(s) at the student's expense.

Borrowing the "bar key" is free and available 24 hours a day. A student may only check out a key to the room that they are assigned to and must provide identification to obtain a "bar key." Public Safety may use CNAV for identification purposes.

The Department of Public Safety will respond to any abnormal circumstances surrounding a lockout situation where the student is unable to obtain the "bar key" on their own.

- Students should call the Department of Public Safety at 717-337-6912 or x6912; additionally, there is a $10.00 fee for this service.
- Lockout responses will be prioritized based on other community needs and could result in significant delays.
• Students will need to present their key when they are given access into their room. Failure to show their room key will result in an automatic lock change at the student’s expense.

J. Lost, Stolen, Unreturned, and Broken Keys

**Employee Keys**

All lost and stolen keys must be reported immediately by contacting Public Safety. Public Safety will complete a report and notify Facilities Services for appropriate action. The Locksmith will replace these keys as needed. If a key is broken, please contact the Service Response Center to enter a work order for the Locksmith. Any unreturned keys may result in a lock change for that particular area and may be at the person’s or department’s expense, depending on the circumstances and work involved. A list of unreturned keys will be maintained by the Locksmith and included in the annual inventory.

**Student Keys**

Any student who loses their key during business hours must contact Facilities Services at 717-337-6700. After normal business hours and during weekends, students should contact the Department of Public Safety at 717-337-6911. Until the lock is changed, students may borrow the "bar key" from DPS. Once the lock is changed, the student will find a notice on their door, directing them to DPS to pick up their new key. Their roommates will also need to go to DPS to pick up their new keys. In order to pick up their new keys, students will have to return the "bar key," and their roommates will have to return their "old" keys. Please refer to the Student Handbook for an update on the fee structure.