

This York College Key Control Policy

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Purpose

The York College key control policy is established for the purpose of promoting a secure campus environment and for maintaining a comprehensive system to efficiently manage the dissemination of keys throughout the campus. Individuals may be authorized to receive keys to conduct their work while limiting access where appropriate so as not to compromise security.

It is necessary to maintain key control to uphold the integrity of office and building security. This policy describes the procedures by which control, dissemination, use, and possession of keys to College facilities will be managed. The Department of Campus Safety will gladly assist campus departments with key control and facility access procedures. *It is the responsibility of the individual who is obtaining the key(s) to review and comply with this policy.*

General Procedures

- A. The York College Department of Campus Safety is responsible for maintaining the College's key control system and for authorizing the dissemination of keys. All keys issued by York College are York College property and may be recovered at any time. **Unauthorized fabrication, duplication, possession, or use of keys to facilities of York College is a violation of this policy and employees found in violation of the policy may be subject to disciplinary action** up to and including termination from employment. Non-employees, contractors, etc. found in possession of unauthorized College keys will have the keys confiscated and the individual or individuals will be removed from campus. Students found in the possession of unauthorized College keys will be subject to disciplinary action through the office of Student Conduct.
- B. Design of the College's keying system is the responsibility of the locksmith in consultation with the Director of Campus Safety and Vice President of Campus Operations. The design will ensure security while at the same time provide reasonable convenience to personnel occupying campus facilities. The locksmith will fabricate all keys and perform all lock changes for College facilities, except for work performed by on-site contractors under the direction of Campus Safety. A record of keys to College facilities, including the names of individuals to whom keys are issued, dates of issue/return/loss will be maintained by Campus Safety. **York College keys will not be duplicated, except by the campus locksmith.**
- C. Those seeking a key to any College owned/leased/rented facility, office, or equipment (including desk, cabinets, etc.) must fill out a "Key Request Form", which may be found at the end of this document. The form must be filled out accurately and completely and must be signed by the appropriate key signatory (refer to the types of key authorization required) and the party requesting the key **prior** to submitting to Campus Safety; unsigned forms will be returned to the sender. After a key request form is received and approved, Campus Safety will request the key or keys to be cut by the campus locksmith.

- D. Key requests will be reviewed by the Department of Campus Safety and forwarded to the locksmith for action, generally, within three (3) working days. All key requests to high security areas or where access is otherwise restricted will be reviewed by Campus Safety to ensure the appropriate authorization is received and adequate security measures are maintained.
 - A. NOTE: Access to high security or restricted areas is strictly limited and is not authorized under any circumstances without the approval of the person who controls that area.
- E. ALL key requests regarding office moves will first need to be approved by the Vice President of Campus Operations.
- F. It is the responsibility of each department to adequately maintain control over the distribution of department keys. Department heads are expected to comply with the key control policy and to ensure that keys are retrieved from personnel who leave the employ of York College and return those keys to Human Resources.
- G. All persons issued York College keys shall at all times be held responsible and accountable for their keys and **shall not transfer or loan their keys to another individual.**
- H. It is against the College policy to issue multiples of the same key to one individual.
- I. Individuals must personally sign for their keys.
- J. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria and Key Issuance Procedures below.
- K. All personnel who are issued keys by the College are required **to return all keys prior to the completion of their employment**; keys will be dropped off at the Campus Safety office during business hours.

Key Eligibility Criteria

Master Keys

As a general rule, distribution of grand master, interior master, exterior master and building master keys should be highly restricted. Master keys will only be distributed upon the written approval of the Dean responsible for that area.

All requests for master keys will be reviewed by the Department of Campus Safety to ensure proper security protocols are followed. At no time will a master key be issued whenever the issuance of such a key is determined to compromise the safety and security of the community.

Type of Key Authorization Required

1. Room/Office/Suite.....Department Head / Director
2. Department/Classroom/Lab Master..... Department Head / Director
3. Building Master..... Vice President or Assistant Vice President
4. Great Grand Master:College President or Vice President
5. Other types of keys not described above: Department Head / Director

Key Request Procedures

Employees

- A. Keys may be requested for full-time and part-time employees of the College for the duration of employment. **Complete and sign the Key Request Form**, which may be found at the end of this policy.
- B. Obtain appropriate approving signature, in accordance with the Key Eligibility Criteria.
- C. **Submit completed form** to the Campus Safety Office Manager. Insufficiently completed or unsigned forms will be returned to the requestor.
- D. **Campus Safety will review the key request form** and, once all information is verified, send the request to the locksmith for the key(s) to be cut.
- E. **Keys will be delivered to the Campus Safety office** and the employee will be notified.
- F. The **employee will be required to sign a receipt** for authorized keys in person.
- G. **All keys must be returned** to the Campus Safety office at the completion of or termination of employment (faculty and staff). The employee's supervisor will be responsible for ensuring that the keys are returned immediately.
- H. If an employee leaves one department to begin employment in another, the employee's current supervisor must ensure the employee's keys are returned to Campus Safety. A new key request form must be submitted for any new keys that are necessary for the employee's new position.
- I. Periodic **department audits** of issued keys may be requested to ensure policy compliance.
- J. Requests for keys that have been lost and cannot be accounted for **will not be authorized** until a report is filed with Campus Safety. The key holder is responsible for completing the lost/stolen key report, as well as the key request form, both of which may be found at the end of this policy.
 - A. There is a two-week waiting period before replacement keys will be made available.
 - B. Employees will be charged for any unreturned keys and associated lock changes. See *Lost Key Charges* section for specific charges.

STUDENTS

Generally, students should not be issued keys to College offices. However, in some cases where a student works for a department and access is required, an authorized department head may request a key be issued. *Students will not be issued keys above individual door keys.*

Ensure that the student(s) being issued keys have read the Students section of this policy!

- A. Keys may be requested for **no longer than one academic year** at a time and must be returned by no later than the day prior to commencement.
 - i. Requests for an extension for students working over the summer may be made via email to the Campus Safety office manager, by the department who authorized the issuance of the key(s).
 - ii. **Students will be billed for any unreturned keys and any associated lock changes. See *Lost Key Charges* section for specific charges.**
- B. Obtain appropriate **approving signature**, in accordance with the Key Policy.
- C. **Submit completed form** to the Campus Safety office manager. Insufficiently completed or unsigned forms will be returned.
- D. **Receive and sign** for authorized keys in person.

- E. All **keys must be turned in** at the end of the academic year or at the end of the student's term of employment or reason for being issued the key(s).
 - i. Requests for an extension for students working over the summer may be made via email to the Campus Safety office manager, by the department who authorized the issuance of the key(s).
- F. Requests for **duplicate keys** of outstanding (unaccounted for) keys **will not be issued**.

CONTRACTORS

Keys required by contractors or other non-College users to access areas on campus to conduct their work **must be authorized** by Facilities Services, IT or Campus Safety. Key rings will be stored at Campus Information Center, located in the Student Union. These keys are available only for contractors hired by the College to perform work on campus.

The Facilities Services and IT Departments will provide Campus Safety with a list of the names of contractors authorized to receive designated key rings. Contractors authorized to receive keys must show photo identification to sign out and return keys at the Campus Information Center. Information as to who is issued keys, when they are signed out and returned will be recorded by Campus Safety.

College keys issued to contractors must be returned at the end of each business day. **At no time will a contractor be allowed to keep a key ring overnight.** All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the contractor and/or his or her company to which the keys were issued and final payment for services provided will not be made until all issued keys are returned.

LOST OR STOLEN KEYS

- A. **Lost or stolen keys must be reported immediately** to Campus Safety (ext. 1314).

***NOTE:** An **incident report** will be generated documenting the circumstances of the loss. Replacement keys will not be issued unless an incident report is completed.*

- B. Complete the York College **Lost/Stolen Key Report Form** and submit to the Campus Safety office as soon as possible. The form can be found at the end of this packet.
- C. Replacement keys must be ordered using the **“Key Request Form.”** Signature of the appropriate authorizing party must be obtained prior to submitting the form to Campus Safety.
- D. Submit the **Key Request Form** to the Campus Safety Office Manager.
- E. Replacement keys take two weeks to be cut and made ready for issue.

LOST KEY CHARGES

Lost key charges are as follows:	
Great Grand Master Key	\$200
Building Master Key	\$150
Department or Lab Master Key	\$100
Single Lock / Building Entrance Key	\$ 50
Other Keys	At cost
Associated costs for lock changes	At cost

NOTE: Lost Key charges will be refunded if keys are found and turned in to Campus Safety **within 30 days of loss.**

If the lock-core must be changed for security reasons, actual costs of re-keying will be determined by the campus locksmith and the cost may be charged to the department originally authorizing the keys and/or the individual to whom the keys were issued.

A request to have the lock-core changed can be initiated by a Dean or Department Chair after consultation with the locksmith and Director of Campus Safety.

BROKEN KEYS

Requests to replace broken keys must be made using the key request form, found at the end of this policy. The broken key(s) must accompany the request form.

Key and Building Security

- A. The individual to whom keys are issued is **personally responsible** for the use of said keys until returned to Campus Safety. The key holder is not authorized to transfer or swap keys with any other individual.
- B. **Key holders shall not prop or otherwise hold doors or windows open** or leave them unlocked during hours when the facility is normally closed.
- C. If for some reason you cannot lock a door with your key, contact Campus Safety at extension 1314 (717-815-1314).
- D. Key holders **shall not unlock buildings or rooms for others** unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building. Report suspicious persons to Campus Safety immediately.

Unlock Requests

In the event that access to an otherwise secured area is required, the following procedures should be followed:

General Classrooms

Building custodians are responsible for unlocking general classrooms for normal classroom schedules and for large, special events (i.e., Open House, Opening Weekend, etc.).

High Security Areas

Access to high security areas is managed by card access. Only those authorized by the person who controls the area may be allowed admittance. It is strongly recommended that access authorization be obtained well in advance of the scheduled use of the area.

NOTE: Campus Safety will not allow persons not previously authorized into a high security area without the permission of the person in charge of the area.

Offices

Individuals locked out of their own office should first contact their department secretary for assistance

during normal business hours. Campus Safety should be contacted (ext. 1314) for assistance during non-business hours or when the department secretary is not available. An officer will be sent to verify identification and unlock the area in question.

NOTE: Campus Safety will only unlock offices for individuals assigned to that office. Requests by individuals for access into an office not their own will not be honored without the approval of the person who occupies that office. Exceptions may be made based on extenuating circumstances, at the discretion of the Campus Safety supervisor, and upon proper identification of the party requesting access and documentation as to the reason why access is needed.

Residential Facilities

Most residential facilities are controlled by card access. Access to student living areas is assigned by the Residence Life Department and, in most cases, controlled by Campus Safety. Access to student living quarters is restricted. However, access into a student's room may need to be obtained for maintenance and/or other extenuating circumstances in accordance with the student housing contract.

Other Areas

Generally speaking, access into locked areas on campus must be authorized by the person in control of the area in question.

Emergency Access

In case of emergencies (e.g., urgent maintenance, fire, etc.), the Department of Campus Safety and Facilities Services may need to enter a secured campus facility. Once the emergency is addressed, every reasonable effort will be made to contact the individual responsible for the area entered so as to advise him/her of the need to access their facility.

Campus Safety will email each department head or his/her designee once a year to request updated information relative to emergency contact information should Campus Safety need to contact someone in a specific department. Department heads are strongly encouraged to provide the Campus Safety Department with emergency notification information and to regularly update the information on file in the event contact needs to be made during emergencies.

Notification will be made to the department head or other person whose name is on file as an emergency contact for the department when emergency access to an area is required.

Card Access

With the exception of residence halls, most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal hours of business and during designated hours on weekends and holidays, depending on the variety of events and activities taking place on campus. Once buildings are secured, persons requiring access to academic or administrative buildings on campus must contact the Campus Safety Department at ext. 1314 to obtain access. An employee's department head may approve off-hours card access into buildings if it is necessary for the employee's work responsibilities.

A request for off-hours card access must be made in writing to the Campus Safety Office Manager

Under no circumstance will card access be granted whenever that access is determined to compromise the safety and security of the community and/or the College's facilities.

Campus Safety will not issue keys to campus facilities that are controlled by the card access system. Students, faculty and staff shall use their access card to gain entry into the facility. The access control override key is a high security key and will only be issued to emergency personnel that have a legitimate need to override the system during an actual critical incident.

Buildings/Rooms Controlled Electronically

Many facilities and certain rooms are unlocked remotely through the College's access control system. Requests for facilities and rooms to be unlocked for special events must be made through the Special Events coordinator and documents on the Events Reservation form.

Online

This policy and request form may also be obtained online:

<https://www.ycp.edu/offices-departments/campus-safety/services-programs/services/access-control>

Summary

The goal of this policy is to **encourage all members of the campus community to take responsibility** for ensuring building security by complying with the key control measures outlined in this policy. **Cooperation and compliance** with this policy is necessary.

YORK COLLEGE KEY REQUEST FORM

Date of Request: _____

Carefully read over the Key Policy and the agreement outlined on the backside of this form and sign before submitting.

*Please complete one form per person and submit to the appropriate signatory for approval **prior** to submitting to Campus Safety. Requests for more than one key may be outlined on this form. Requestor must read disclaimer and sign on reverse prior to submitting to Campus Safety for processing. Please complete all fields! Please write legibly!*

Name: _____ YCP ID No.: _____

Department: _____ Job title: _____

Work phone: _____ Office address: _____
Please include Building Name and Room Number

Recipient is: Faculty Staff Student Contractor

Status: Full-Time Adjunct Part-Time Work Study Intern Student Organization

This requisition is being filed to obtain (*Check appropriate option below*):

New Employee Office Move Position Change New Key

Lost Key (Charges Apply. Refer to Key Control Policy for more information.)

This employee is replacing: _____

***Lost or stolen keys must be reported to Campus Safety immediately and are subject to a charge for the replacement of those items, as well as any other associated costs for lock changes. Please refer to the York College key control policy for additional information.** (*DCS Incident Report Number: _____ (Will be completed by Campus Safety after filing report).

Indicate building name, room name, and room number for each key being requested below; one key per line. Please be specific. Lack of information may result in delay in issuing key(s). Attach additional sheet of paper if needed.

Building: _____ Room name & number: _____

Building: _____ Room name & number: _____

Building: _____ Room name & number: _____

Building: _____ Room name & number: _____

Building: _____ Room name & number: _____

Building: _____ Room name & number: _____

Access Type Requested & Required Authorization Signature (to be signed on back side).

1. Room/Office/Suite.....Department Head / Director
2. Department/Classroom/Lab Master..... Department Head / Director
3. Building Master..... Vice President or Assistant Vice President
4. Great Grand Master:College President or Vice President
5. Other types of keys not described above: Department Head / Director

*When multiple access types are requested, only the most senior signature is required.

Please email, fax or send via interoffice mail completed forms to Campus Safety (fax # 717.849.1654) or by email to campussafety@ycp.edu

Control #: _____
DO NOT WRITE ABOVE LINE

Completed: _____

Review disclaimer and sign prior to submitting request to Campus Safety. Forms without a signature will be returned.

****With my signature below, I request the described key(s) to be issued to me. I understand the key(s) is/are the property of York College of Pennsylvania and its loss will be reported immediately to Campus Safety. By accepting the key(s), I acknowledge my responsibility for all property and/or records secured by the lock(s) operated by the key(s). I agree to accept all financial responsibilities associated with replacing coinciding keys and locks should the key(s) be lost or stolen. I will not duplicate or transfer the key(s) to any other person nor will I share the key(s) with other persons. Furthermore, I understand that I must surrender any and all keys belonging to York College to the Office of Human Resources when I no longer have a need for them or end my employment at the College. I agree to abide by the College’s policy and procedures.**

****Key Recipient’s Signature:** _____ **Date:** _____

Approval Authority: Must sign below before submitting key request form to Campus Safety for processing.

Key Signatories Approvals:

_____ Signature	_____ Print Name	_____ Department Head / Director
_____ Signature	_____ Print Name	_____ Vice President / Assistant Vice President
_____ Signature	_____ Print Name	_____ College President / Vice President

****OFFICE MOVES MUST BE APPROVED BY THE VICE PRESIDENT OF CAMPUS OPERATIONS.**

Signature – Vice President of Campus Operations

FOR CAMPUS SAFETY USE ONLY

KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____
KEY CODE: _____	Transfer From: _____

Date Entered: _____

Completed by: _____ Date: _____

YORK COLLEGE LOST/STOLEN KEY REPORT FORM

Lost or stolen keys must be reported to Campus Safety immediately and are subject to a charge for the replacement of those items, as well as any other associated costs for lock changes. Please refer to the York College key control policy for additional information including a detailed fee schedule.

Please complete all fields (front & back)!

Please write legibly!

Name:	_____	YCP ID No.:	_____
Department:	_____	Job Title:	_____
Work Phone:	_____	Work Email:	_____
Office Address:	_____		
Please include Building Name and Room Number			

Personnel Type:	Faculty	Staff	Student	Contractor		
Employment Status:	Full-Time	Adjunct	Part-Time	Work Study	Intern	Student Organization

- INSTRUCTIONS:**
- Complete and submit this report in its entirety to Campus Safety immediately upon discovering key(s) have been lost/stolen.
 - Replacement keys must be ordered using the “**Key Request Form**.” Signature of the appropriate authorizing party must be obtained prior to submitting the new request form to Campus Safety.
 - Replacement keys will not be issued unless a lost/stolen key report form is completed.
 - Replacement keys take two weeks to be cut and made ready for issue.
- NOTE:** Lost Key charges will be refunded if keys are found and turned in to Campus Safety **within 30 days of loss**.

Date Key(s) Lost/Stolen:	_____	Did this Occur:	On Campus	Off Campus
Last Known Location:	_____			

PLEASE LIST KEYS BELOW

LOST KEY(S) INFORMATION:

Building Name	Room Name/Number	Key Stamp (if known)

FOR OFFICE USE ONLY	
Incident Report Number: _____	
Key Type	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

(Continued on reverse side)

LOST KEY(S) INFORMATION (continued):			FOR OFFICE USE ONLY	
Building Name	Room Name/Number	Key Stamp (if known)	Key Type	Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
			Total Fine Assessed	\$

Please document the circumstances leading to the loss:

Review disclaimer and sign prior to submitting to Campus Safety.

****With my signature below, I understand the key(s) issued to me is/are the property of York College of Pennsylvania and I acknowledge my responsibility for all property and/or records secured by the lock(s) operated by the key(s). As indicated by my signature on the original key request form, I agree to accept all financial responsibilities associated with replacing coinciding keys and locks. I agree to abide by the College's policy and procedures.**

****Signature:** _____ **Date:** _____

Please email, fax or send via interoffice mail completed forms to Campus Safety (fax # 717.849.1654) or by email to campussafety@ycp.edu