

SECTION: 3.0 PERSONNEL  
SUBJECT: KEY ISSUANCE

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**Title:** Key Issuance

**Background:** The purpose of this policy is to instruct persons who need keys or access cards on what is required to obtain LC State access and the policies concerning lost keys.

**Point of Contact:** Department of Public Safety

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Events and Campus Card Services

**Date of approval by LC State authority:** January 29, 2016

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 06/2026

**Summary of Major Changes incorporated in this revision to the policy:** Added lock replacement information, and audit schedule

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**1. Policy**

The college provides faculty and staff with access, when needed, to all work areas with as little restriction as possible, while at the same time maintaining key security, institutional security and preventing unauthorized access to buildings and rooms within the campus.

**2. Purpose**

The following regulations apply to the issuance and use of keys and/or electronic keys both referred to as keys:

- A. Keys will be issued to an individual and are nontransferable.
- B. Keys shall be issued only after the receipt of a completed key request signed by an approved issuing authority. Forms are available on the Public Safety website
- C. When the period of authorization is over or the individual is no longer an employee of LC State, issued keys are to be returned to the Public Safety Department, without delay.
- D. The Department of Public Safety shall maintain comprehensive key control files.
- E. The individual receiving the key(s) shall be required to sign for the receipt of the key(s) at the time they are issued.
- F. All keys, particularly master keys, will only be authorized to individuals with a demonstrated reoccurring need for such keys. Issuance of master keys will be kept to a minimum.
- G. Employees who need temporary access to buildings or rooms may be issued specific keys on a short-term basis or card access with an expiration date.
- H. Persons returning keys must bring their keys to the Department of Public Safety during normal business hours and their name will be removed from the record. Keys should not be sent through the campus mail. There will be a charge for each non-returned/lost room and entrance key that is set at a current rate by Physical Plant. If a master key is lost, the employee's department may be held accountable for the cost of re-keying the facility.
- I. A lost key should be reported to the Department of Public Safety immediately.
- J. The issuance of replacement keys to those persons owing lost key charges will not be made until all fees are paid in full or financial arrangements made. All fees and charges involved with lost or non-returned keys shall be paid at the cashier's window in the Controller's office.

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**3. Electronic Keys**

The following regulations apply to employee electronic key access and buildings with electronic key access.

- A. Once electronic key access hardware has been installed in an LC State building as part of a campus-wide effort to increase safety and security the following regulations apply:
  - i. Physical metal keys will not normally be issued for the exterior entrance door of an electronically accessible building or for an interior electronically accessible door.
  - ii. Exterior building doors will remain unlocked during business and class hours. Buildings may be accessed after hours using an electronic key.
- B. Exceptions to this policy may be requested through the appropriate vice president. If permission is granted for a physical metal key, the employee must immediately contact security upon each after-hour entry to ensure that safety and security are maintained.
- C. Electronic keys may be purchased and obtained at the Department of Public Safety office after a key request has been processed. For more information, please see the Department of Public Safety website.
- D. Persons that are no longer employed by LC State will return their electronic keys to the Department of Public Safety.

**4. Key Audits**

- A. All employees are subject to key audits by the Department of Public Safety at 3-year intervals of when the employee was originally issued keys.
- B. Keys and electronic access no longer needed by the employee will be turned in during the audit.
- C. LC staff will be notified via email when their audit is due. Staff shall report to the Public Safety office during business hours to provide keys for audit review in a timely manner.