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 Lewis-Clark State College (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: 011/2026

Summary of Major Changes incorporated in this revision to the policy: Added lock replacement information, and audit schedule. Added criteria and documented justification requirement for access to designated "high-risk" spaces, extended master-key justification standard to high risk spaces, and blanket access.

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/access cards 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, including access justification required under the High Risk Area section where applicable, and signed by an approved issuing authority. Justification needs to include details about intended use of spaces for which access is requested and the specific need a person has to have assigned access to the spaces. Forms are available on the Department of 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 and all access will be removed.

D. The Department of Public Safety shall maintain comprehensive key control files, including justification documentation.

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 physical 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.

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 or the president for direct reports. 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. Additional information is available on 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. High-Risk Space Access

The following regulations apply to access requests involving spaces designated as high risk , and to key request requesting broad or blanket access.

A. The Department of Public Safety shall maintain and periodically update a list of designated high-risk physical spaces. Spaces are designated as high-risk based on criteria that include , but are not limited to: cash handling, storage of protected data including FERPA and HIPAA, IT infrastructure, laboratories- including cadaver lab and simulation labs, spaces used for the storage or use of high value items.

B. All requests for mechanical keys or electronic access to a space designated high- risk must include a written justification describing the specific, ongoing job related need for access to those spaces. Departmental affiliation, office location, or title alone does not constitute sufficient justification.

C. Requests for "All Campus Doors" and "All Door Access" for a building shall be treated as a high-risk access regardless of which specific spaces are included and will require :

a) Written justification

b) Approval by the appropriate Vice President or the President.

D. Written justification required under this section shall be retained by the Department of Public Safety as a art of the original key request for the duration of the access and shall be reviewed for continued access at each key audit performed.

5. Key Audits

A. All employees are subject to key audits by the Department of Public Safety at up to 3-year intervals of when the employee was originally issued keys. Key audits may be conducted more frequently if

staff members have access to High Risk Spaces or otherwise determined as necessary by the Director of Public Safety.

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. Failure to do so may result in loss of access to campus buildings.

D. Keyholders with high-risk access, “All Campus Access” or “All Doors Access” shall re-confirm justification of needed access during key audits and confirmation from an appropriate supervisor may be required.If justification no longer applies or does not include needed details, access may be revoked.