

USF System USF USFSP USFSM USFP

**Number: 6-012 SP**

**Subject: Key Control and Rekeying of Buildings and Facilities**

Date of Origin: 04-16-10

Date Last Amended:

Date Last Reviewed:

---

## **I. INTRODUCTION (Purpose and Intent)**

The purpose and intent of this policy is to set forth procedures to provide for the security of the University of South Florida South Florida (USFSP) buildings, facilities, personnel and property, insofar as keys and rekeying are concerned; and, to establish a program of accountability and responsibility for securing key control.

## **II. STATEMENT OF POLICY**

**A.** The President of the University is the accountable officer for all USF System property. The Director of USFSP Police Services is delegated the responsibility to ensure the safety and security of persons and property of USFSP against loss through vandalism, theft, misuse or other criminal activity within buildings and facilities of USFSP. It is the policy of USFSP that other than during normal working hours, or other than during officially scheduled events, all academic and administrative buildings shall be locked in order to maintain the security of buildings and contents.

**B.** Keys are issued for entry to USFSP buildings and facilities for the purpose of conducting official University business only. As used in this policy, the term "keys" may also refer to any device or system which locks or otherwise secures a University facility and contents. This includes, but is not limited to, card-keys, combinations and codes for alarm systems, electronic and mechanical locking devices, etc., in which the same procedures for keys may apply.

**C.** USFSP office buildings shall be secured after normal working hours and classroom buildings after scheduled class hours. Faculty and staff who wish to access their respective offices or classroom buildings must contact USFSP Police Services to obtain assistance. A limited number of building exterior door keys may be issued if approved by their immediate Regional Vice Chancellor (RVC), Dean, Director or Key Coordinator.

## **III. INDIVIDUAL FACULTY/STAFF RESPONSIBILITIES**

A person issued a USFSP key is responsible to his or her "department head" (for purpose of this policy department head shall be defined as RVC, Dean, Director, or Key Coordinator) for the security and proper use of each USFSP key as follows:

- A. Safeguarding and using the key to access assigned areas for official University business only.
- B. Not loaning a USFSP key to any other person.
- C. Preventing the duplication of any USFSP key assigned to them.
- D. Locking doors, files, cabinets, etc., for which a key is issued.
- E. Reporting to USFSP Police Services any condition he/she may observe which may jeopardize University property or personnel.
- F. Assuming responsibility for the conduct of any person the key holder allows entering a building or facility, as the result of his or her possession of a USFSP key.
- G. Immediately notifying USFSP Police Services and the "department head" when a key is lost or stolen.
- H. Returning keys to the "department head" when no longer needed.
- I. Agreeing that he/she understands his/her personnel record will not be cleared when terminating, transferring, or going on leave until his/her key record is cleared.

#### **IV. PENALTIES FOR VIOLATION OF POLICY**

- A. It is the policy of USFSP that negligence in the loss or use of a USFSP key is a serious matter. Violations of this policy, through negligent behavior on the part of any staff or faculty member, shall result in appropriate disciplinary action and/or a monetary pay setoff to be used to defray costs of rekeying. Illegal use of USFSP keys may lead to criminal investigation and eventual criminal charges.
- B. Keys assigned to faculty or staff which are not returned in accordance with USFSP Key and Lock Procedure may lead to a monetary pay setoff to be used to defray rekeying costs.

#### **V. KEY ISSUANCE PROCEDURE**

Please refer to USFSP Key and Lock Procedure for further information regarding the following topics: Department and Key Holder Responsibilities; Requesting and Returning Keys; Lost, Stolen, Unreturned, and Broken or Damaged Keys.

**Authorized and signed by:**

**Ashok K. Dhingra, Regional Vice Chancellor, Administrative & Financial Services**

**Margaret Sullivan, Regional Chancellor**