

3356-4-16 Key control.

(A) Policy statement. ~~The~~ Youngstown state university (“university”) enacts and enforces key control procedures that provide appropriate members of the university’s faculty, staff, and students with necessary access to its facilities and at the same time keep all members of the university community, the university’s guests, and the university’s physical resources secure. This policy addresses responsibilities of key holders and their supervisors.

(B) Scope. This policy applies to all employees (including part-time and student employees), students, vendors and contractors provided a key to access university-controlled areas. This policy does not apply to the issuance of keys within residential housing or dining services.

~~(B)~~(C) Definitions.

(1) ~~A “lock” is a~~ “Lock.” A mechanical or electronic system or device that restricts access to a physical space or to a service.

(2) ~~A “key” is defined as a~~ “Key.” A method of access to a secured or restricted area. It may be a physical item that works in a mechanical or electronic combination with a lock or it may be a code or biometric input to a recognition system that provides the holder access to a secured or restricted area.

(3) “Key holder.” The individual to whom a key is issued.

~~(C)~~(D) Parameters. While technology may stretch the definitions of a lock and a key, the policy and its regulations nevertheless apply to the technical analog equivalents of physical keys and locks.

(1) All keys are the property of the university.

~~(1) —All keys are the property of Youngstown state university (“YSU”), are given to an employee for the necessary execution of their job duties, and must be returned to the employee’s supervisor upon separation of employment or transfer to another department.~~

(2) Keys are issued to a key holder for the necessary execution n of

their job duties and must be returned to the employee's supervisor upon separation of employment or transfer to another department. One month prior to separation or transfer, the employee's supervisor shall provide a list of the employee's key numbers to facilities, maintenance and support services (key control/locksmith office) for verification. Collected keys shall be returned to the key control/locksmith office.

~~(2)~~(3) It is the responsibility of the key holder to safeguard the key at all times. If the key holder cannot account for keys issued, key privileges may be suspended and the key holder may be personally responsible for any necessary key and/or lock replacement costs.

~~(3)~~(4) Misuse of a key may result in disciplinary action and/or loss of access privilege.

~~(4)~~(5) Lost or stolen keys should immediately be reported to:

- (a) ~~YSU~~ University police,
- (b) ~~Key control (facilities),~~ The department of facilities, maintenance and support services; and
- (c) The key holder's supervisor.

If lost keys are not recovered and it is determined that the area's security is severely compromised, charges for lock and/or key replacement will be assessed to the key holder's department and/or the key holder. Lost keys that are later recovered must be returned to key control.

~~(5)~~(6) If keys are found or otherwise to be turned in, call "~~Key Control~~" or YSU key control/locksmith office or the university police for pickup. Keys are not to be sent through campus mail.

~~(6)~~(7) ~~Those individuals issued physical keys must not have keys duplicated under penalty of state law, see sections 3345.13 and 3345.99 of the Revised Code. Individuals may not knowingly make or cause to be made any key for any university building, laboratory, facility, or room under penalty of state law (see section 3345.13 and section 3345.99 of the Revised Code).~~

- ~~(7)~~(8) Access codes are specifically issued to an individual and ~~should~~ may not be shared.
- ~~(8)~~(9) Rights of access to facilities may be delineated in appropriate collective bargaining agreements.
- ~~(9)~~ — ~~This policy does not apply to the issuance of keys within housing or dining services.~~

~~(D)~~(E) Key hierarchy. Each individual's and/or employee's roles and responsibilities govern the need for and distribution of types of keys. In general, the greater the level of access that a key type provides, the more restrictive its distribution and the more it defines urgency of use. The following is used as a guide to assign types of levels of keys to functions and roles:

- (1) A great grand master key operates multiple locks for multiple buildings. It is typically assigned to the leadership of first-responder units on campus, such as executive director of facilities and support services; director of facilities maintenance; chief of ~~YSU~~ the university police department and designated officers; and director of environmental and occupational health and safety.
- (2) A building master key operates all locks within a building unless specific lock exclusion from the master is warranted. It is typically assigned to vice presidents, executive directors and/or deans, or the designees of these executives, in their respective buildings, authorized facilities maintenance personnel, janitorial supervisors, and the ~~YSU~~ university events manager.
- (3) A departmental master key operates one group of locks within a building. It is typically assigned to department heads and/or chairpersons.
- (4) A departmental sub-master key operates locks to common departmental space but excludes access to private offices and is usually assigned to faculty and staff in a department.
- (5) A change key operates one specific lock. It is typically assigned to faculty and staff designated by department heads and/or

chairpersons and organizations with contractual agreements.

- (6) A special purpose master key operates a group of locks in specific areas, such as all mechanical rooms or exterior doors. It is typically assigned to authorized personnel in facilities maintenance and safety services.

~~(E)~~(F) Responsibilities.

- (1) Implementation and enforcement of this policy is assigned to the ~~facilities maintenance~~ department of facilities, maintenance and support services.
- (2) Administrators and managers are responsible for compliance with this policy within their areas of organizational responsibility.
- (3) Individuals to whom a key has been assigned are responsible for ensuring that the use of that key is limited to the necessary conduct of university business and is not shared with other employees, friends, or relatives.
- (4) Key holders unlocking a space are responsible for ensuring that the space is appropriately locked when they vacate the space during a time when the space should be locked. Failure to do so may find the individual personally responsible for any damage to, or loss of, university property due to the space left unsecured.

~~(F)~~(G) Keys for vendors or contractors.

- (1) Contractors or vendors must abide by all aspects of this policy.
- (2) Contractors or vendors may check out keys for a day from ~~Key Control or YSU~~ facilities or the university police. Such key(s) must be returned by the specified time on the same day.
- (3) Contractors or vendors may ~~make application from Key Control~~ apply to facilities for keys to specified spaces for a designated extended period of time. If access is requested for nonbusiness hours, vendors or contractors must notify ~~YSU~~ the university police before entering and upon leaving key-controlled spaces.

- (4) Contractors or vendors are not permitted to access occupied student resident spaces without accompaniment of a university employee.

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CERTIFIED ELECTRONICALLY

Certification

10/25/2017

Date

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