Presidential Directive 2-1990-1

Key Policies and Directives

1. **Purpose.** To establish Policy and Directives pertaining to issuance of keys for University of Wyoming facilities, to assign responsibility for authorizing the issuance of keys, to assign responsibility for record maintenance, to assign physical and financial responsibilities associated with the issuance of keys, and to implement procedures for the control of keys which have been issued.

2. **Administrative Authority and Responsibility.** The Vice President for Administration, or designee, is the Administrative Officer responsible for the implementation of this Directive.

3. **Policy:**
   
   a. The issuance of all keys to University of Wyoming facilities shall be subject to the provisions herein.

   b. Keys to University of Wyoming facilities may be issued to University of Wyoming faculty, staff, graduate assistants and students, to individuals with an authorized relationship with the University of Wyoming and to such authorized non-university persons requiring access to University of Wyoming facilities.

   c. The University of Wyoming Physical Plant shall be the sole source of the making, duplicating, manufacturing or cutting of any key.

   d. Persons to whom keys to University of Wyoming facilities are issued are prohibited from duplicating such keys or from loaning such keys to any other person.

   e. The Colleges, Divisions, or Departments of the University of Wyoming are prohibited from issuing any key to any person except as provided herein.

   f. Employees and students terminating employment or leaving the university are required to return all issued keys. Keys not returned will be presumed lost and lost key charges will be assessed. The terminating employee's final paycheck will be offset by the amount of the Lost Key Charges unless the Lost Key Charges are paid by that employee prior to their termination date.

   g. Persons violating this key Policy and Directives are subject to disciplinary actions in accordance with the bylaws and regulations of the University of Wyoming pursuant to established procedures; and/or prosecution in accordance with the statutes of the State of Wyoming.
4. **Definitions:**

a. "University" means University of Wyoming

b. "Facilities" means any University building, room, or area to which access is controlled by a key or by a device normally restricting access.

c. "Key" means an instrument for operating a lock. It can be removed for carrying. Although payment may be required to obtain a key(s), the key(s) remain the property of the University of Wyoming.

d. "Change Key" means a key that fits only one given lock or a series of keyed alike locks. In a "Master Key" system, such a key might open only an exterior door or an individual interior office.

e. "Master Key" means a key that operates all locks in a given group (i.e. all locks in a given department, a "Department Master", where each lock has its own specific combination and key).

f. "Grand Master Key" means a master key, which will open all locks in a particular building. (Also called a "Building Master").

g. "Great Grand Master Key" means a master key that will open all locks in more than one building. This also includes the keys to the Steam Tunnel System, Mechanical Rooms, and Roofs.

h. "Lost Key Charge" means the monetary charges assessed in the event of non-return of issued keys by terminating employees, as well as the loss, theft, or misplacement of keys by any person issued University of Wyoming keys. The "Lost Key Charge" shall consist of the charges as noted in the "University of Wyoming Fees, Charges and Deposits" plus actual rekeying costs resulting from the actual or suspected compromise of security.

5. **Directive.**

a. For those areas where keys are considered tools of the position, specifically: Campus Police, Auxiliary Enterprises, Physical Plant, Telecommunications and Intercollegiate Athletics, the respective Administrative Officer shall authorized key issuance in accordance with these policies. Where keys are considered as tools of the positions, no cost will be assessed to those specific departments named above, with the exception of "Lost Key Charges" which may be assessed.

b. The University Residence Halls Office shall control the issuing of keys to residents for residency hall rooms. The University Apartments Office shall control the issuing of keys to residents for University Apartments, and Spanish Walk
Apartments. Residents issued such keys will not be required to make payment against said keys, but shall be subject to the specified regulations prescribed by the University Housing Office.

c. The costs associated with making, duplicating, manufacturing or cutting of keys shall be borne by the University College, Division, or Department making the request as per the fee schedule contained in the "University of Wyoming Fees, Charges, and Deposits".

d. A Change Key shall be issued to a person, based upon demonstrated continuing need, only upon the written authorization from the Administrative Officer whose personnel occupy the facility containing the lock(s), which that key operates. A Master Key shall be issued to a person or department, based upon demonstrated continuing need, only upon the written authorization from the Administrative Officer whose personnel occupy the facility containing the lock(s), which that key operates. Only one Grand Master Key will be issued per building based upon the written authorization from the Administrative Officer whose personnel occupy the entire building.

e. A Great Grand Master Key shall be issued to Physical Plant and Campus Police personnel only. Authorization for the issuance of such keys shall be by the appropriate Administrative Officer.

f. The University Physical Plant shall issue a key or keys only upon receipt of an approved Key Authorization Form and appropriate evidence of payment.

g. The University Physical Plant shall maintain accurate records of all keys issued.

h. It is the responsibility of the applicable Administrative Officer to supply the Physical Plant with a complete inventory of the keys in possession of those individuals reporting to their Administrative Unit. Once the inventory has been established the applicable Administrative Officer shall be responsible for annual verification of the inventory as requested by the Physical Plant.

i. Any person issued a key or keys as herein provided accepts the responsibility for promptly notifying the University Physical Plant Service Desk (x6225) and his/her immediate supervisor in the event the key or keys become lost, stolen, or otherwise misplaced.

j. In the event of key loss, theft, or misplacement a Lost Key Charge will be assessed.

k. The Lost Key Charge resulting from actual or suspected compromise of security (due to loss, non-return or misuse of a key) shall be paid by the College, Division, or Department, which was assigned the key(s).
1. Non-University persons requiring short-term key access, such as a contractor, to University facilities shall contract either the Director of Physical Plant or the Director of Facilities Planning to obtain written authorization for the issuance of such keys. The key(s) shall be returned to the authorizing director immediately after the person(s) has performed the service requiring the use of such keys. Payment for such keys will not be required, but the Lost Key Charges for resulting compromises in security shall be assessed in the case of non-return of the keys.

m. When Colleges, Divisions, or Departments are moving into facilities that they did not previously occupy, the Administrative Officer whose personnel will occupy the facility (the "new Administrative Officer") will be issued one key per lock unless the issuance of the key would be in violation of this Policy and Directives. The cost paid to Physical Plant for providing these keys will be paid from the funds provided for the remodeling or the new construction project. If, in the judgment of the New Administrative Officer, it is not necessary for the locks to be rekeyed or changed, the Administrative Officer whose personnel formerly occupied the facility will, in writing, transfer all of the applicable keys to the New Administrative Officer. A copy of such transfer will be promptly delivered to the Physical Plant. When the New Administrative Officer issues the key(s) to the new facility to his/her personnel, written notification will be provided to the Physical Plant as in "Directive," "Conditions of Use," subparagraph "o", herein.

n. Upon termination of employment (or when the key is no longer required) the employee must return all issued keys to the appropriate College, Division, or Department. The Administrative Officer shall immediately notify the Physical Plant, in writing, of the keys returned and whom they were received from so that the appropriate inventory adjustments may be made.

o. When the college, division, or department issues a key or keys from their inventory as prescribed within this Policy and Directives the Administrative Officer shall immediately notify the Physical Plant, in writing, the number of each key issued, when the key(s) was issued, and to whom it (they) was issued so that appropriate inventory adjustments can be made.

p. When the College, Division, or Department no longer requires a key, or keys, the key(s) is to be returned to the Physical Plant accompanied by a written request for the return. The written return request needs to include the following:

1. The number of each key returned.
2. The date of the return.
3. The name of the College, Division, or Department returning the key(s)
Approved May 1, 1990