

**PRESIDENTIAL DIRECTIVE
THE UNIVERSITY OF WYOMING
PD2-1990-1**

Revised February 25, 2016

SUBJECT: Key Policies and Directives

1. **General Information.** The University of Wyoming is committed to ensuring a safe and secure environment for its faculty, staff, and students and protection of its facilities and equipment. "Facilities" means any University building, room, or area to which access is controlled by a key or by a device normally restricting access.
2. **Purpose.** The directive below outlines the University's policy and directive pertaining to issuance of keys for University facilities, including assignment of responsibility for authorizing issuance of keys, record maintenance, physical and financial responsibilities, and procedures for the control of keys which have been issued.
3. **Issuance of Keys.**
 - a. **Persons Authorized to Receive Keys.** Keys to University facilities may be issued to University faculty, staff, graduate assistants and students; to individuals with an authorized relationship with the University; and to authorized non-university persons requiring access to University facilities.
 - i. The Colleges, Divisions, or Departments of the University are prohibited from issuing any key to any person except as provided herein.
 - ii. Non-University persons requiring short-term key access to University facilities, such as a contractor, shall contact the Project Manager or Project Engineer to obtain issuance of such keys. The key(s) shall be returned immediately after the non-University person(s) has performed the service requiring the use of such keys.
 - b. **Process for Issuance of Keys.** Upon receipt of an approved Key Request/Return Form (see attached template form), the University Physical Plant Key Shop shall issue a key or keys only to Administrative Officers. For purposes of this Directive, "Administrative Officer" means a Dean or Director or higher ranking University officer. The Administrative Officer/s may assign and re-assign these keys to faculty, staff or students on a permanent or temporary basis so long as the assignment of the key/s are recorded and then reported annually to Physical Plant pursuant to section V(c) below.
 - c. **Making of Keys.** The University Physical Plant shall be the sole source of the making, duplicating, manufacturing or cutting of any key.
 - d. **Restrictions for Duplication or Loaning of Keys.** Persons issued keys are prohibited from duplicating such keys or from loaning such keys to any other person.
 - e. **Change Keys.** "Change Key" means a key that fits only one given lock or a series of keyed alike locks. Such a key might open only an exterior door or an individual interior office. A Change Key shall be issued only to a person based upon **demonstrated** continuing need and with written authorization from the Administrative Officer.

- f. **Master Keys.** A "Master Key" means a key that will open all locks in more than one department within a building.
 - i. The following departments may be issued a Master Key at the request of the respective Administrative Officer:
 - (1) Campus Police
 - (2) Facilities Planning Office
 - (3) Information Technology Division
 - (4) Intercollegiate Athletics
 - (5) Physical Plant
 - (6) Residence Life and Dining Services
 - (7) Risk Management and Safety Office
 - ii. In addition to the above, issuance of Master Keys may also be issued to a person or department based upon **demonstrated** continuing need and with written authorization from the Administrative Officer.
 - g. **Grand Master Keys.** A "Grand Master Key" means a key that operates all locks in a building where one or more departments are housed. This also includes keys to the Steam Tunnel System, Electrical and Mechanical Rooms and Roof Access Doors/Hatches. 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.
 - h. **IT Equipment.** Closets housing the University's IT systems shall be kept secure and access to IT systems shall be limited. Keys for closets exclusively housing University IT systems shall only be issued to authorized individuals from the University Information Technology Division or to the Campus Police. Keys for closets that house IT equipment along with the Building Fire Alarm or Door Access hardware shall be issued to the University Information Technology Division, Campus Police, and Physical Plant On-Call Electricians. Keys for closets that house IT equipment located in a shared location within custodial rooms shall only be issued to the University Information Technology Division, Campus Police or the specific custodian assigned to that particular room or closet by the Director of Physical Plant. Areas housing IT equipment shall not be accessed by building Master Keys.
 - i. **Residential Life.** The University Residence Life Office shall control the issuing of keys to residents for residence hall rooms. The University Apartments Office shall control the issuing of keys to residents for all University Apartments. Residents shall be subject to the Residence Life and Dining Services (RLDS) Policies and Procedures.
4. **Costs.** 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 Fee Book.

5. Records.

- a. The University Physical Plant shall maintain accurate records of all keys issued.
- b. The applicable Administrative Officer must submit to the Physical Plant a complete inventory of the keys in his or her Administrative Unit by June 30 of each year.
- c. When the College, Division, or Department no longer requires a key, or keys, the Administrative Officer must return the key(s) to the Physical Plant accompanied by a completed Key Request/Return Form.

6. Lost, Stolen or Misplaced Keys.

- a. Any person issued a key or keys as herein provided accepts the responsibility for immediately notifying the University Physical Plant Service Desk, UW Police Department and his/her immediate supervisor if the key or keys are lost, stolen, or otherwise misplaced.
- b. 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). "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 keys. The Lost Key Charge shall include the charges as noted in the University Fee Book plus actual rekeying costs resulting from the actual or suspected compromise of security.

7. Return of Keys upon Termination of Employment.

- a. 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 to the employee or student who did not return the key. The terminating employee's final paycheck may 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 if the requirements pursuant to state law are met.
- b. Additional charges for theft, vandalism or other damages may be assessed as appropriate.

8. Violation of Policy. Persons violating this Directive are subject to disciplinary actions in accordance with the regulations and/or policies of the University and/or prosecution in accordance with the statutes of the State of Wyoming.

9. Administration. The Vice President for Administration, or designee, is responsible for the administration of this Policy and Directive.

Approved



Richard C. McGinity
University President

2/25/16

Date



Date Received: _____

Physical Plant
1000 E. University Ave, Dept 3227
Laramie, WY 82071
Phone 307-766-6225 Fax: 307-766-4040

KEY REQUEST/RETURN FORM

PART I:

INSTRUCTIONS FOR PART I (completed by department):

1. Complete ALL fields in Part I.
2. Obtain signature of authorizing departmental authority.
3. Forward to the Service Building (SvsDesk@uwyo.edu) or send by Campus Mail. For additional information call 766-6225.

Request Date:		Department:	
Requestor Name:		Phone Number:	
Requestor Title:		Office Location (Bldg & Room #):	

KEY REQUEST DETAIL:

	Building	Room #	Key # (if known)	Quantity
1)				
2)				
3)				
4)				

Deliver key to: _____ (name) Office Location: _____ (bldg. and room #)

AUTHORIZATION:

Print Name Signature / date

PART II: Physical Plant Authorization

(Locksmith for Change Key, Deputy Director for Master Key)

☐ Approved

☐ Denied

Print Name Signature / date

PART III: Key Delivery

1. Update internal key log.

Key Delivery Date:	Received By Initials:	Locksmiths Initials:
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PART IV: Key Return

INSTRUCTIONS FOR PART IV:

1. Fill out key data below. (Shaded area is to be filled out by PPL).
2. Contact Locksmiths at 766-5397 to arrange key pickup.

	Building	Room # (if known)	Key #	Quantity	Key Return Date	Received by Initials:
1)						
2)						