

THE MEDICAL COLLEGE OF GEORGIA

ADMINISTRATIVE POLICIES AND PROCEDURES

Office of Primary Responsibility
Public Safety

Subject:
Key Control

1.0 Purpose

The purpose of this policy is to set forth procedures for the issuance and control of keys, and for accounting for keys when employees, faculty and staff terminate or transfer. This policy also provides procedures for issuing keys to and retrieving keys from students. For purposes of this policy, the term keys will include any electronic card also used to gain entry to MCG buildings or offices, or other secured areas.

2.0 Policy

2.1 Keys to buildings, offices and any other secured areas will be issued to employees, staff, students and faculty on the basis of demonstrated need. The Personnel Clearance Form for all terminating employees, faculty and staff, must be cleared through the Public Safety Key Control Specialist. Students who have been issued keys, but who are not employed by MCG, shall clear directly through the Public Safety Key Control Specialist.

All requests for keys must be submitted to the affected Building Coordinator for approval and submitted to the Lock Shop on a Physical Plant Key Request Form. Each building will have a Building Coordinator who is authorized to approve requests for keys for that building.

2.2 Persons who lose keys will be assessed \$25.00 to help off-set the cost of re-keying the lock. Those who lose Grand Master or Great Grand Master keys will be assessed \$100.00 to off-set the cost of replacing lock cylinders in the affected areas. There is a \$10 fee for replacing electronic card keys.

2.3 Students who fail to return keys will be subjected to the same restrictions and penalties as students who fail to honor their financial obligations to the institution.

3.0 Procedures

3.1 Issuance of Keys.

- a. The requesting Budget Unit will complete a Physical Plant Key Request Form and submit it to the Building Coordinator for the affected building. For keys to student residences, the Director of Student Housing will complete the form and submit it directly to the Physical Plant Lock Shop.
- b. If the Building Coordinator approves the request, the Coordinator will forward the request form to the Physical Plant Lock Shop.
- c. For Grand Master and Great Grand Master Keys, the requestor must send the form to the Vice President for Administration for approval. If approved, the request will be forwarded by the Vice President for Administration to the Physical Plant Lock Shop.

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- d. The Physical Plant Lock Shop will review each request form received and forward it and the key to the Public Safety Division Key Control Specialist.
- e. The Public Safety Division Key Control Specialist will require the person to whom the key is to be issued to sign an appropriate form acknowledging receipt of the key and their responsibility to protect it and to return it and their agreement to pay a \$25 fee if the key is lost or a \$100 fee if a Grand Master or Great Grand Master key is lost. The Specialist will record the issuance of the key in the key control computer database.
- f. The Key Control Specialist will maintain an up-to-date database for all keys issued and will prepare an appropriate report to be submitted annually to the Vice President for Administration.

3.2 Return of Keys

- a. The Human Resources Division will ensure that all terminating and retiring employees have obtained the signature of the Public Safety Key Control Specialist on the required clearance form. The terminating or retiring employee will not receive his or her last paycheck until the required clearance form is received by Human Resources.
- b. When a key is to be returned, it should be delivered to the Public Safety Key Control Specialist. For terminating employees, faculty and staff, the Key Control Specialist will sign the person's MCG Personnel Clearance Form indicating the key has been returned. For all others, the Key Control Specialist will issue a receipt.
- c. When an employee transfers to another unit any keys in their possession are be returned to the Key Control Specialist who will reissue keys to replacement personnel as needed.

3.3 Lost or Stolen Keys.

The person to whom a key is issued must notify the Police Dispatcher immediately when a key is lost or stolen.