



## St. Olaf College Key Policy

### 1. Purpose:

- 1.1. This policy establishes a framework for managing key control to help support a safe and secure campus and facilities.
- 1.2. It identifies which members of the St. Olaf community can be issued keys; defines the processes for requesting, issuing, using, and returning keys; and outlines procedures for handling lost keys, audits, proper storage, and record retention.
- 1.3. It details the record keeping process for keys and locking systems.
- 1.4. It applies to all keys and methods of access used throughout St. Olaf facilities, including safe combinations, keypad lock codes, office equipment, and any other security devices utilized by the college.
- 1.5. Questions about this policy may be directed to the college locksmith by sending an email to [locksmith@stolaf.edu](mailto:locksmith@stolaf.edu)

### 2. Definitions:

- 2.1. College - Refers to St. Olaf College and all of its facilities.
- 2.2. Access codes - Any combination that can be entered into a lock and used gain access
- 2.3. Cores - A mechanical device which verifies the correct key is being utilized to gain access
- 2.4. Bitting list - A listing of all the key combinations used within a system. The combinations are usually arranged in order of the blind code, direct code, and/or key symbol.
- 2.5. Traka Box - An electronic key management system that allows an electronic access credential holder to access keys
- 2.6. Knox Box - A secure box which houses keys for emergency responders located at an entrance of a building
- 2.7. Recore\* - To rekey by installing a different core
- 2.8. Key levels:

- 2.8.1. Change key\* - A key which operates only one cylinder or one group of keyed alike cylinders in a keying system
  - 2.8.2. Master key\* - A key which operates all the master keyed locks or cylinders in a group, each lock or cylinder usually operated by its own change key
  - 2.8.3. Top level master key\* - The highest level master key in a master key system
- 2.9.**Sequence block - A device used to trap a key until another key is used to release the trapped key, trapping the other key in the process. This process can be reversed to return the key

### **3. Policy:**

#### **3.1. Issuing/requesting keys:**

- 3.1.1. Staff, faculty, students, staffing agency employees, volunteers, independent contractors, and non-college affiliates can be issued keys.
- 3.1.2. Individuals issued keys granting access to residence halls will be subject to a Bureau of Criminal Apprehension background check.
- 3.1.3. Keys must be requested via an online form
  - 3.1.3.1. <https://wp.stolaf.edu/it/door-key-access-request/>
  - 3.1.3.2. The following information is required when requesting keys:  
Requestor's name, department, phone number, and email of requestor; key holder's name and email of key holder; type of request, name of building and specific space; supervisor of the employee for whom the keys are requested.
- 3.1.4. As a general policy, the employee's supervisor must approve all access requested.
- 3.1.5. Key holders must sign a key agreement to receive their keys. Key holders must sign an updated key agreement for each new key issued. Keys will be issued only as needed and only for the level of access required. Keys must be picked up in person at the Office of Human Resources and may not be sent through U.S. or campus mail.
- 3.1.6. Keys will be individually serialized and assigned to an individual or specific location.
- 3.1.7. Only one copy of a key will be issued.
- 3.1.8. Keys may be requested only for spaces under the direct control of the requestor.
- 3.1.9. The Lockshop will attempt to process all key requests in a timely manner, usually within two (2) business days. An email will be sent detailing when and where keys may be picked up.
- 3.1.10. Redundant keys will need to be returned before new keys are issued.
- 3.1.11. In most cases, locations utilizing electronic access will not have keys issued.

### **3.2.Utilizing keys:**

- 3.2.1. Use of key(s) is intended solely for work-related duties.
- 3.2.2. Keys shall not be loaned, transferred, misused, modified, or altered.
- 3.2.3. Unauthorized copies of keys shall not be made.
- 3.2.4. Lost keys must be reported immediately using the lost key form:  
<https://wp.stolaf.edu/it/lost-key-form/>
- 3.2.5. Keys assigned to a Traka box are to be returned after use and are not to leave campus.
- 3.2.6. Assigned keys should always be kept secure and safeguarded when not in use.
- 3.2.7. Keyholders shall not grant access to unauthorized individuals.

### **3.3.Returning keys:**

- 3.3.1. All keys shall be returned to The Office of Human Resources from which the Lockshop will collect, account for and remove responsibility for keys from an employee's record.
- 3.3.2. The College may withhold the final paycheck of an employee who has not returned keys for which the employee is responsible.
- 3.3.3. Lost keys that are found are to be returned to The Office of Human Resources for Lockshop pickup.
- 3.3.4. Keys shall not be transferred between employees. All keys must be returned to the Lockshop before being reissued.
- 3.3.5. Keys should be returned in person and not mailed.
- 3.3.6. All keys remain the property of St. Olaf College.

### **3.4.Lost keys:**

- 3.4.1. A lost key is defined as one that is currently in an unknown location for any amount of time. Losing a key is a serious matter: lost keys can put members of the campus community at risk.
- 3.4.2. The College will perform a risk assessment for each lost key and determine the best course of action to resecure all spaces affected by a lost key.
- 3.4.3. The department to which a key is assigned is responsible for paying all costs associated with resecuring a space.
- 3.4.4. Lost keys will immediately be reported via the lost key form:  
<https://wp.stolaf.edu/it/lost-key-form/>
  - 3.4.4.1. The following information is required when reporting lost keys: Key holder's name, email, date key(s) went missing, phone number, description of the loss, and action taken to locate lost keys.

### **3.5.Audits:**

- 3.5.1. The Lockshop reserves the right to audit keys, cores, and all security devices at any time and will periodically conduct audits to verify the accuracy of the Lockshop's records.
- 3.5.2. The Lockshop may also request that departments conduct their own audits and will provide direction for how to do so.

### **3.6.Record Storage:**

- 3.6.1. The Lockshop will utilize a computerized record keeping system to track key requests, keys issued, lost keys, and key returns.
- 3.6.2. All keys will be serialized with a unique code to track issuance of the key.
- 3.6.3. The Lockshop will maintain records on all keying schedules, bitting lists, combinations, hardware, and other security devices.

### **3.7.Electronic keyring management:**

- 3.7.1. St. Olaf utilizes Traka key boxes to manage key rings for staff usage.
- 3.7.2. Employees who use keys checked out via a Traka Box are subject to the same responsibilities as employees who have individual keys assigned to them, except that keys checked out via a Traka Box must be returned to the Traka box at the end of each shift or when access is no longer needed.
- 3.7.3. Keys assigned to a Traka box are not to leave campus and must be returned at the end of the employee's shift or at the end of the need for keyed access.

### **3.8.Knox box and Sequence blocks:**

- 3.8.1. Keys stored in Knox boxes are to be utilized only by emergency fire/life safety services. The keys provided will be of the lowest key level possible for the needed access.
- 3.8.2. Keys stored in Sequence blocks will be released upon entrapment of a user key. These keys are to be returned immediately after use and are subject to the same policy as individually assigned keys.

### **3.9.Disciplinary action:**

- 3.9.1. Violation of the Key Policy and/or this Agreement and/or misuse or repeated loss of key(s) may result in disciplinary action, including requiring an employee to pay the expense of recoring/rekeying an affected area.
- 3.9.2. The College holds the right to withhold the final paycheck of an employee for keys that are not returned.

## 4.0. Key Agreement:

### ST. OLAF KEY AGREEMENT

Name:

Department:

Title:

Type: (Faculty / Staff / Student / Non-college affiliate)

Key(s) Issued:

I, \_\_\_\_\_, the undersigned, acknowledge the receipt of the key(s) listed above.

By writing my initials next to each of the statements below, I acknowledge that I understand my responsibilities as a holder of these keys:

\_\_\_\_ 1. The key(s) is/are the property of the St. Olaf College and is/are on loan to me to use for work purposes.

\_\_\_\_ 2. Use of the key(s) is intended solely for my work-related duties.

\_\_\_\_ 3. I agree not to loan, transfer, give possession of, misuse, modify or alter the key(s).

\_\_\_\_ 4. I agree not to cause, allow or contribute to the making of any unauthorized copies of the key(s).

\_\_\_\_ 5. If the key(s) is/are lost or misplaced, I will immediately notify my supervisor/department chair or AA/AAA and fill out the appropriate lost key form:

<https://wp.stolaf.edu/it/lost-key-form/>

\_\_\_\_ 6. If I transfer to another department or leave my employment at St. Olaf, I am responsible for returning the key(s) to the Office of Human Resources.

\_\_\_\_ 7. If the keys are assigned to a Traka box, the keys are not to leave campus and must be returned at the end of my shift or after my need for keyed access.

#### Acknowledgement and Signature

By signing my name below, I acknowledge that I have read and understand this Agreement. I also acknowledge that I have reviewed the St. Olaf Key Policy, which is available at [link].

I understand that violation of the St. Olaf Key Policy and/or this Agreement and/or misuse or repeated loss of key(s) may result in disciplinary action, including my being required to pay the expense of recoring/relocking the affected area.

\_\_\_\_\_  
Employee Printed Name      Employee Signature      Date

Definitions in section 2 which include an \* are provided courtesy of the LIST (Lock Industry Standards and Training Council), a group of volunteer locksmiths who have created a locksmith dictionary that is utilized by many locksmiths and manufacturers.