

**Key Policy  
Malibu Campus**

**PEPPERDINE UNIVERSITY**  
(January 18, 2008)

**A. PURPOSE:**

To implement key security policies and procedures that will provide greater physical security for the Malibu campus and establish greater accountability for keys and access mechanisms. The policy will result in reducing the exposure for the loss of assets, records, and confidential data.

**B. POLICY:**

This policy applies to brass keys, Intellikey, One-Card, and any other system for facility access on the Malibu campus (hereinafter collectively referred to as "keys"). The policy shall provide that no University keys go unaccounted. Immediate supervisors and departmental managers shall be accountable for keys issued to personnel within their respective departments. Immediate supervisors and departmental managers should determine the lowest level of key or card access their employee should receive with the goal of properly balancing an employee's effectiveness in the scope of their employment and University security.

**C. PROCEDURES:**

**KEY REQUESTS**

1. The requesting supervisor shall submit a key request with the appropriate authorization *via C2C request to the Facilities Management & Planning*. The request should describe the lowest level of access needed.
  - a. Authorization for lower key levels shall be the responsibility of the key-holder's immediate supervisor, departmental manager, and Facilities Management and Planning.
  - b. Requests for master keys shall be forwarded by the *Facilities Management & Planning* to the Director of the Department of Public Safety for consideration. The Department of Public Safety, in cooperation with the Office of Insurance and Risk, shall consider requests for master keys. Master key issuance shall be limited to only those who can demonstrate a legitimate job-related need for possession; such issuance must be pre-approved by the key-holder's immediate supervisor and departmental manager prior to submitting the request. If the master key issuance is declined, an appeal may be directed to the Executive Vice President. The University may deny an employee's request for a key or revoke an employee's access privileges at any time.

**KEY DISTRIBUTION**

1. Keys shall be issued to University employees only. There shall be no key distribution to vendors or third-party contractors except by approval of the Department of Public Safety.
2. Keys shall be issued to individual employees. No bundles of keys shall be issued to supervisors or departmental managers for their issuance within a department except by Department of Public Safety approval.

3. Keys shall not be traded or transferred between employees, outside vendors, or contractors. No keys shall be issued to temporary employees except by Department of Public Safety approval.
4. Facilities Management and Planning shall conduct an annual audit review of key distribution for each department. Each department manager assigned keys shall be asked to review and sign the audit update for their corresponding department.

### **KEY RETRIEVAL**

1. Upon an employee's interdepartmental transfer or separation from the University, the immediate supervisor shall retrieve any keys issued to the employee and return them to the Locksmith Shop and/or Card Services Office for processing within 48 hours of the employee's last work day. A receipt for the returned keys and/or cards shall be generated by the Locksmith Shop and/or Card Services and given to the immediate supervisor.
2. Loss of keys or failure to retrieve keys after an employee separates from the University may result in the department funding the key replacement and/or re-keying of the affected area. If the supervisor is not able to retrieve all of the keys issued to an employee upon interdepartmental transfer or separation, the supervisor shall notify the Center for Human Resources and the Department of Public Safety immediately.

### **SPECIAL OR UNSCHEDULED ACCESS**

1. The Department of Public Safety and the Locksmith Shop shall have access to all areas of University-owned property. No separate or exclusive keying shall be permitted. Special security levels or keyways will be available for those areas approved by the Department of Public Safety in cooperation with the Office of Insurance and Risk.
2. Access requests to buildings after regular business hours and weekends should be directed to the Department of Public Safety.
3. Custodial Services shall check out keys at the beginning of each shift and return the keys prior to concluding their shifts.

### **LOST OR BROKEN KEYS**

1. In order to replace a broken *brass* or *Intellikey*, both pieces of the key should be returned to Facilities Management and Planning before a new key will be distributed to the key holder.
2. All lost or stolen keys should be reported immediately to the Department of Public Safety. The Locksmith Shop records will be updated to reflect the status of all found keys.
3. Lost keys may be replaced if the immediate supervisor (with approval from the departmental manager) provides a written explanation for the key replacement, the probable whereabouts of the lost key, and the Department of Public Safety report for the lost key.
  - a. If any key granting entire building access or greater is lost or stolen, the Department of Public Safety will notify the key-holder's area Vice President.
  - b. Repeated losses of keys resulting in compromised security exposures may result in disciplinary actions.