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## **Key Distribution and Return Policy**

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### **Purpose**

The safety and security of our campus community, buildings and property are essential to the operation of Ramapo College of New Jersey. The regulation and safeguarding of keys is an integral part of maintaining the College's internal security system.

In addition, budget constraints and higher replacement costs make a strong key control system ever more important

### **General Guidelines**

- Keys are an integral part of the campus security system.
- Keys shall be issued to individuals based on needs and/or requirements to perform one's normal daily work activity.
- Key issuance shall be governed by the eligibility standard cited herein.
- Lost or misplaced keys will be evaluated on a case by case basis, and may result in non-reissuance, lock changes, etc.
- Keys shall not be transferred among individuals. Rather, they shall be returned to the Office of Facilities and reissued with the appropriate key request/receipt.
- Fines may be assessed to individuals or Units for a lost key(s) and the expenses incurred for the lock change necessitated by the loss of key(s). The fine structure shall be approved by the Vice President for Administration and Finance.
- Safety and security concerns stemming from key or lock issues should be reported to the Facilities Service Desk at extension 7660 or to Public Safety at extension 6666.

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### Eligibility

- Only those persons currently employed by Ramapo College shall be eligible to request keys.
- Students requiring keys must contact the appropriate Faculty or Staff member. (See Procedure: Keys issued to students)
- Key requests must be approved for all keys as per the following:
  - **Grand Master Key**
    - Opens individual building entrance doors and all interior doors
    - Limited to Public Safety and Facilities
    - Required approval: Vice President for Administration and Finance, Vice President for Student Affairs, Director of Facilities or Director of Public Safety
  - **Master Key**
    - Opens all doors within a unit
    - Limited to Deans and Directors
    - Required approval: Provost or Vice President
  - **Sub Master Key**
    - Opens a series of doors within a Unit or School
    - Limited to Assistants to Dean and Unit Heads
    - Required Approval: Dean or Unit Head
  - **Individual Keys**
    - Opens only doors assigned by deans or Unit Heads
    - Limited to Faculty and Staff by approval
    - Required approval: Dean or Unit Director

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### Responsibilities

- **Office of Facilities will be responsible for:**
  1. Issuing work orders to the locksmith to fill key requests.
  2. Maintaining all records concerning the issuance of keys. This includes databases of key records by room and key records by employee.
  3. Issuing keys to the requestor.
  4. Insuring that returned keys are safely given to the locksmith for secure storage.
  
- **Department/Unit Heads will be responsible for:**
  1. Authorizing the issuance of keys to staff in accordance with this policy.
  2. Recovering keys from personnel who are separating from unit or college or transferring to another office.
  3. Reporting all lost keys to Public Safety and the Office of Facilities within 24 hours of loss.
  
- **College personnel to whom keys have been issued are responsible for:**
  1. Completing a key request form.
  2. Maintaining the security of any key issued.
  3. Immediately reporting the loss or theft of keys to both their Unit Head and Public Safety. Public Safety in turn will notify Facilities.
  4. Returning keys to the Office of Facilities or Human Resources when employment status changes.
  5. Keeping all receipt(s) of keys issued and keys returned.

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### Procedure

- **Key Request**

1. The eligible requestor shall fill out Ramapo College Key Request Form electronically, including all necessary approvals and attach to a service request through TMA iService Desk: [repairs.ramapo.edu](http://repairs.ramapo.edu)
2. The requestor shall be notified by the Office of Facilities that the requested key(s) are available for pickup and the pickup times.
3. If an accommodation is required for pickup of key(s), please notify the Office of Facilities.
4. A copy of the signed key request/receipt form will be given to the requestor. The requestor should retain this copy for their records.
5. Keys will not be given to anyone other than the requestor without advanced authorization by the requestor.
6. If the key(s) are not picked within one month, the key(s) will be returned to the locksmith. Once returned to the locksmith, a new key request will have to be filled out in order to receive that key.

- **Lost Key(s)**

1. The individual to whom the key(s) were issued shall inform the appropriate Unit Head and Public Safety. Public Safety shall contact the Office of Facilities and the Locksmith. The Office of Facilities shall initiate any charges, if necessary for lost keys and/or lock changes. Notification of charges will be sent to the responsible employee or Unit with copies to Accounts Receivable, the Unit Head and Human Resources.
2. When applicable, satisfaction of charge/fine is required prior to issuance of the replacement key.

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- **Departmental Transfers or Office Changes**

1. Any Ramapo College employee, who transfers to a different unit or moves to a different office will be required to turn in their key(s) from their prior location(s) and fill out new key request form(s) for his/her new location. A key return receipt shall be filled out at the Office of Facilities and a copy given to the employee for his/her records.
2. Keys for new location(s) will not be issued until the key(s) for prior location(s) are returned to the Office of Facilities.

- **Personnel Changes**

1. If separation from the College takes place, all issued keys must be returned to the Office of Facilities. The Office of Facilities shall provide the individual with a copy of the returned key receipt, which should be retained for the individual's own records.
2. Individuals not complying with this procedure may be assessed a fine, per key and/or lock, as per the fine structure determined by the Vice President of Administration and Finance.

- **Keys Issued to Students**

1. Keys to be utilized by students, including student aides, shall be issued to the responsible faculty or staff member involved in the activity or class upon submission and approval of a Key Request Form. The faculty or staff member is responsible to keep their own key issuance and return records.
2. Faculty or staff members issuing keys to students shall be accountable for the return of the keys.