

MIDWESTERN SEMINARY KEY CONTROL POLICY

Revised: 2/10/14

I. PURPOSE

The purpose of the Key Control Policy is to establish reasonable personal security for members of Midwestern Baptist Theological Seminary & College community and to ensure the protection of personal and Seminary property through the control of keys to resident rooms, offices, and other secure areas. The responsibility of implementing this Key Control Policy is with the Midwestern Seminary Security.

II. DEFINITIONS

Key: an item which operates a lock's mechanism including keys, access cards, and any other device or apparatus designed to lock/secure buildings, doors, and other sensitive areas within a building.

Key Request Form: is an electronic request form found on the intranet for keys initiated by a department and completed by Midwestern Seminary Security.

III. KEY CONTROL PROCEDURES

A. Midwestern Seminary Security

Midwestern Seminary Security is responsible for the issuance/control of all keys, buildings/door access, and control/maintenance of core cylinders.

B. Personnel Authorized to Request Keys

Key requests will be initiated by a Dean, Division Director, or Vice President's as indicated in Appendix #1.

1. Dean, Division Directors, or Vice President's may designate a representative to request the issuance of keys within the Seminary or specific department.
2. The Dean, Division Directors, or Vice President's may request keys to established areas under his/her responsibility. Keys necessary to perform job functions but in an area outside of his/her responsibilities must be co-authorized by the person responsible for the area affected.
3. Issuance of all keys will be approved by the Chief of Security or his/her designee.

C. Rules Regarding Issuance of Keys

Keys will be issued to members of the seminary community only. Persons receiving a key must be faculty, staff or students residing in campus housing. Contractors conducting business with MBTS may be issued facility keys on a case to case basis.

1. Students residing in the Single Female Apartments will be issued only a single key each to their assigned apartment, assigned storage, and outer door of their building.
2. Students residing in the Single Male Apartments will be issued only a single key each to their assigned apartment, assigned storage, and assigned shelter.
3. Students residing in the Married Family Apartments will be issued two key's to their assigned apartment, assigned storage, and assigned shelter.
4. Faculty/staff members will only be issued interior door keys consistent with assigned job responsibilities, actual needs, and approval by the responsible Dean, Division Director, or Vice President.
5. Exterior door access to any campus building is strictly controlled by the Chief of Security. Keys to exterior doors may be given based upon a faculty/staff member consistent with their assigned job responsibilities, actual needs, and approved by the Chief of Security or his/her designee.

D. Duplication of Keys

NO KEY WILL BE DUPLICATED. The unauthorized duplication of Midwestern Seminary keys is a violation of this policy. The unauthorized duplication of seminary keys so adversely affects the security of persons and property that violations of this rule may result in disciplinary actions, up to and including termination, eviction, or expulsion.

E. Numbering System for Keys

1. An identifying number will be stamped on each key to identify a specific area of access. No identifying number will show the key belongs to MBTS or specific building or door the key identifies with.
2. Midwestern Seminary Security will maintain a precise building key code list.

F. Lost/Stolen Keys

1. Lost or stolen keys must be immediately reported to Midwestern Seminary Security in writing.
2. When a key is lost, the locks may be modified to render the current key inoperative. The lock core may be replaced, and a new key may be issued to the owner upon approval of the Chief of Security or his/her designee.
3. The fee for each lost, replacement or unreturned key will be \$25 per key.
4. The fees above will be charged directly to the student housing tenant, faculty, or staff member. Additional charge of \$40 may be incurred if the lock and/or hardware must be replaced due lost or unreturned key.
5. If a resident leaves residency with the seminary and does not return his/her key(s), a lost/replacement fee of \$25 per key will be deducted from their Housing Deposit. Additional charge of \$40 may be incurred to the residents Housing Deposit if the lock and/or hardware must be replaced due to unreturned key.
6. If an employee leaves employment with the seminary and does not return his/her key(s), a lost/replacement fee of \$25 per key will be deducted from their final paycheck. Additional charge of \$40 may be incurred to the employee's final paycheck if the lock and/or hardware must be replaced due to unreturned key.

G. Keys Reported Stolen

Individuals who report keys as stolen are required to file a formal complaint with area law enforcement where the theft occurred when the theft was discovered.

H. Returning of Keys

Seminary regulation requires all keys to be returned to Midwestern Seminary Security if:

1. Resident vacates his/her residency.
2. Employee transfers to another department or building.
3. Upon separation, termination, or retirement from the seminary of an employee.

I. Repair of Locks, Keys, or Door Hardware

All repairs or additions to any seminary locking device, key or door hardware will be controlled by the Midwestern Security Department and documented with a numbered work order. Midwestern Seminary Security will coordinate with MBTS Facilities for any repairs needed to be made on door and door hardware. If a change to a core needs to be made rendering the old key as useless, the change will be noted and the lock records changed to reflect the new key code.

No campus area may be secured except by authorization by director of that area as well as Midwestern Seminary Security. Any person causing an unauthorized repair to a seminary lock or key is in violation of MBTS rules and this policy.

J. Storage of Keys

All keys which are ready for issue will be tracked and all unassigned and duplicates of assigned keys shall be stored in the Midwestern Seminary Security Office.

K. Control of Key Cores

The key core must be replaced on occasions of lost, stolen or damaged keys or locks. The Master Key system will include adequate additional codes for each campus building or residence to maintain system integrity.

L. Key Control Data

Midwestern Seminary Security will maintain the Key Control Data on a spreadsheet designed by the BEST system. The Key Control Spreadsheet is to be an accurate, protected, efficient system for recording, storing and accessing key control data. Key Control Data is all data relevant to: key issuance, key replacement/collection and/or specific locations.

M. Janitorial

1. Permanent assignments of keys to janitorial staff to campus buildings will be made only in cases of real need. (In most cases, only supervisors)
2. The remainder of keys will be assigned daily on a temporary basis to allow access to work areas assigned (if the area is secured). The keys will be returned at the end of each work shift and verified by the Janitorial Supervisor.
3. Keys will not be issued to cleaning staff for designated high security areas, access to these areas are restricted and require supervision by authorized personnel. Such high security areas but not limited to include Director of Financial Services, Financial Aid offices, and Human Resources.
4. All Janitorial Key Rings (Excluding the Key Ring assigned to the Janitorial Team Lead) must be locked in the Janitorial Lock Box located in the Annex Building before and after each shift.

N. Key Issuance to Outside Contractors

Repairs of campus facilities which require a contractor to be issued a key to any campus area must be approved by the Chief of Security or his/her designee. The contractor will be issued and will return the key per established policy. The contractor must sign out the key and sign in the key each day from the Midwestern Seminary Security Office. Keys issued to contractors will be completed only on a case to case basis.

O. Key holder Responsibility

1. Accountability for keys rests with the individual who last signed for them and not subject for loan to a third party.
2. In no case is a key of any type to be transferred from one individual to another or to be obtained from any source other than Midwestern Seminary Security Office.
3. An authorized employee entering or leaving a locked building will not permit any individual to enter who does not have keys to enter that area at that time.
4. It is the responsibility of the faculty/staff member to keep their assigned area locked and secured at the end of each business day.
5. An employee entering or leaving a locked building will be responsible for securing the entrance/exit and may receive disciplinary action for any loss or damage to seminary property resulting from failure to do so.

P. Unlock Requests

1. If a faculty/ staff member is locked out of their office, they may be required to show credentials before Midwestern Seminary Security can allow them back into their office.
2. If a resident is locked out of their apartment, they may be required to show credentials before Midwestern Seminary Security can allow them back into their apartment.
3. If a faculty/staff/resident member requests access to an area outside of their designated area, the Division Director or Vice President must give verbal or written confirmation to Midwestern Seminary Security before access can be given to the requestor.
4. If a resident requests access to another resident, the resident of the apartment must give Midwestern Seminary Security a verbal or written confirmation before access can be given to the requestor.

Q. Appendices

1. Appendix #1: List of all individuals, titles, and departments able to request key control related activities (key requests, lock and hardware changes, etc.).
2. Appendix #2: Example of form to allow delegation of above authorizing power to subordinates or other personnel.
3. Appendix #3: Example of form of Key Agreement Form.
4. Appendix #3: Example of MBTS Key Request Form.

APPENDIX #1

Individuals who may authorize a key for specific areas:

- President (No restrictions)
- Vice President of Administration (No restrictions)
- Executive Assistant to the President (President's Office Staff and Midwestern Women's Institute)
- Executive Secretary to VP of Administration (VP Office Staff, coffee staff, Auditorium and Chapel Building)
- Academic Dean (Academic Deans Area, Faculty, and Classrooms)
- Division Directors (Area of Responsibility)
- Housing Coordinator (All residents)
- Director of Financial Services (Area of Responsibility including Mail Room)
- Director of Library Services (Library including Library Annex)
- Director of Human Resources (Area of Responsibility including Food Services)
- Director of Facilities (Area of Responsibility including Janitorial staff)
- Director of Campus Culture of Events (Area of Responsibility including Food Pantry)
- Grounds Supervisor (Area of Responsibility including Annex Garage)
- Chief of Security (Security Personnel)

MBTS Key Control Structure and Issuance Type:

- Grand Masters
 - o Vice Presidents and Security
- Sub Grand Master
 - o Facilities
 - o Janitorial
- Sub Masters
 - o Department Heads
- Operational Keys
 - o Operational personnel- area of responsibility
 - o Building coordinators on as-needed basis based on job responsibilities

APPENDIX #2

This form can be downloaded and printed from the MBTS intranet page under the "Security Tab"



KEY REQUEST DESIGNEE FORM

Dean, Division Directors, or Vice Presidents may designate a representative to request the issuance of keys within the Seminary or specific department. By completing this form you are authorizing a member of your staff to request keys in the area under your responsibility.

Please provide the following information in order that Midwestern Seminary Security may issue the appropriate keys.

TYPED NAME	STAFF ID #	SIGNATURE

SIGNATURE OF DEAN OR DEPARTMENT HEAD

DATE

Figure 1: This is only an example of the form listed on the MBTS Intranet

APPENDIX #3

This form can be downloaded and printed from sp2.mbts.edu/security



MBTS KEY AGREEMENT

First Name: Last Name:

Employee/Student ID#:

Faculty Staff Student Other

The complete Midwestern Seminary Key Control Policy (Revised 2/10/14) can be found at sp2.mbts.edu/security

Disclaimer:

1. The accountability for keys rests with the individual last signed and not subject for loan to a third party.
2. Lost or stolen keys must be immediately reported to Midwestern Seminary Security in writing.
3. Seminary regulations requires all keys to be returned to Midwestern Seminary if:
 - A. Resident vacates his/her residency.
 - B. Employee transfers to another department or building.
 - C. Upon separation, termination, or retirement from the seminary of an employee.
4. The fee for lost/ replacement or unreturned key will be \$25 per key.
5. The fee above will be charged to the student housing tenant, faculty, or staff member. Additional charge of \$40 may be incurred if the lock and/or hardware must be replaced due to lost or unreturned key.
6. If a resident leaves residency with the seminary and does not return his/her key(s), a lost/replacement fee of \$25 per key will be deducted from their Housing Deposit. Additional charge of \$40 may be incurred to the residents Housing Deposit if the lock and/or hardware must be replaced due to unreturned key.
7. If an employee leaves employment with the seminary and does not return his/her key(s) a lost/replacement fee of \$25 per key will be deducted from their final paycheck. Additional charge of \$40 may be incurred to the employee's final paycheck if the lock and/or hardware must be replaced due to unreturned key.

By signing below I acknowledge that I am aware of and understand the Midwestern Seminary Key Control Policy (Revised 2/10/14):

Signature

Date

APPENDIX #4

This form can be completed and submitted from the MBTS intranet page under the "Security Tab"



MIDWESTERN SEMINARY KEY REQUEST FORM

Key request forms are to be properly filled out by the correct department authorize and submitted to Midwestern Seminary Security Office. Once Key Request orders are processed, keys will be available for pick up within 36 hours at the Welcome Center anytime between 8:00A and 4:30PM Monday through Friday. Keys will be available for pick up a maximum of 30 days, after which the order will be canceled and the keys will become available to be issued to other persons. Key requests with erroneous or missing information will be returned to the department of request for corrections.

Requester Information

First Name*: Last Name*:
 Requester Email*:
 Department*:

Key Holder Information

Last Name*:
 First Name*: MI*:
 Employee/Student ID #*:
 Department*:
 Key Holder Phone #*:
 Key Holder Email*:
 Faculty Staff Student Other

KEY INFORMATION			(For Security/Housing Use Only)				
	Building Name	Room #	Key #	Date Issued	Issued By	Date Returned	Received By
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 1: Check the box below*
 By checking this box and typing my name below, I am electronically signing this key request. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

STEP 2: Type in your name as the Authorizer of this request**
 First Name Middle Initial Last Name

* Required fields ** Key Authorizer must be either Dean, Department Head, or their signed representative (Required Field)

Key Holder please sign below confirming you have received above listed keys:

 Key Holder Signature Date

Figure 2: This is only an example of the form listed on the MBTS Intranet

