



Steps to Follow in Requesting Keys

Keys will be issued only to persons with a valid need to access a specific facility.

Step One

It is mandatory that individuals requesting a key fill out a Key Request Form.

Key Request Forms can be acquired via the internet at the CSU Stanislaus website, www.csustan.edu. Select the *Forms & Publications* link. Next, select *Applications & Forms* and under Public Safety you will find the *Key Request Form*.

Step Two

The form(s) must be completely filled out, and then signed with required authorized signatures in accordance with Campus Key Policy.

Step Three

Send the completed form in duplicate to Public Safety via campus mail, or drop it off in person.

Failure to complete all fields on the Key Request may result in a delay of key processing.

Step Four

The form, once approved by Public Safety, is forwarded to Facilities Services to process a work order. The work order is given to the locksmith.

Step Five

When the key(s) is ready, you will be notified via phone or e-mail. If you have not been contacted within three weeks, please contact Public Safety at 667-3114.

Step Six

Individuals requesting a key must pick up their own key(s) at Public Safety and will be required to sign for the key(s) after showing valid identification.

Within 30 days of notification, unclaimed keys will be returned to the locksmith. A new key request will be required to start the process over. Copies of the original key request will not be accepted.

Periodic auditing of issued keys may be requested.



Key Return Obligations

All keys are to be returned to Public Safety when an individual no longer needs the issued key(s), transfers to another department, or terminates employment.

The loaning of keys is not permitted. The transfer of keys is also not permitted without a proper key request transfer. Any person determined to loan a key(s) and/or being in possession of an unauthorized key(s), will be referred to Public Safety.

When a key is returned, Public Safety's records will be updated.

Faculty and Staff separating for the summer are required to return their key(s) unless written permission from their department is submitted to Public Safety.

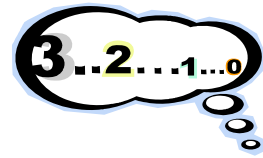


Lost, Stolen or Broken Keys

In order to insure that appropriate security measures are initiated, lost or stolen keys must be reported to Public Safety as soon as the discovery is made. To report a lost or stolen key(s) a key request must be submitted, indicating if key replacement is required.

Broken or bent keys will be handled with a standard key request. Mark the appropriate box under "*Reason Key Requested*" on the Key Request Form. The broken or bent key(s) must be attached to the key request.

All costs associated with replacing a key(s) or re-keying due to a lost or stolen key(s) will be charged to the appropriate department.



Number System

Public Safety has developed a system for tracking keys. If a key(s) is found, please return it to Public Safety. Public Safety will notify the person to whom the key has been issued.

Keys are issued to the person specifically approved. If you have inappropriately given your key to another person, Public Safety can identify your key and trace it to the person for whom it was originally approved. This may result in loss of key privileges.



Students, Volunteers, & Contractors

Keys for students, volunteers, and contractors are to be requested and will be issued in the same manner as faculty or staff keys with one exception; a memo must be submitted along with the key request stating the justification for the key(s).

Students are required to return keys at the end of every spring semester regardless of returning in the fall. An audit of student keys will be completed prior to the end of each spring semester.

Students requiring or retaining keys during the summer will be dealt with on an individual basis and will need proper justification. Justification will be noted on the key file for follow up at a later date.

Keys issued to volunteers and contractors must be returned upon completion of their work.



Help Maintain Campus Security

In order to prevent unauthorized entry, be sure outside doors to buildings latch behind you when exiting at the end of each work day.

Lock your office or department each time it is vacant. This is the most common point of unauthorized entry.

Do not loan out keys at anytime to anyone.

Request keys based only on need in order to avoid over issuance.

Public Safety is Located in the
Public Safety Services Building
On the North West Side of Campus

**Department of Public Safety
California State University Stanislaus
801 W. Monte Vista Ave.
Turlock, CA 95382**

(209) 667-3114



Campus Key Procedures

*An Informational Brochure
Answering Your Questions
About Campus Key Processing*

