

Hard copy of this document, if not marked "CONTROLLED" in red,
is by definition uncontrolled and may be out of date.

Policy
for

Key Control

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
1	DCN2108	Initial Release	5-18-21	J. Kosakowski	J. Kosakowski

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

The purpose of this policy is to establish reasonable personal security for members of the NY CREATES / SUNY Poly community and to assure the protection of people and property through the control of keys.

2 DEFINITIONS

- 2.1 **Simple K** – Software utilized by Security, Access Control, and the Locksmith to issue, track, and inventory keys.

3 RESPONSIBILITIES

3.1 Locksmith

Maintain an inventory of keys and equipment associated with their duties, and cuts keys, as necessary. In conjunction with Security and Access Control, responsible for the issuance and return of keys; when applicable initiate the process to recoup the cost associated with a key(s) and/or core(s) to be replaced.

3.2 Security Supervisors

Shall ensure keys are issued and returned in accordance with this policy. Review and approve sub master or master key issuance to NY CREATES / SUNY Poly personnel based upon job title and necessity.

3.3 Tenant Relations Representative

Shall be responsible to approve key issuance to personnel with the exception of sub master or master keys that can access space outside of their lease.

3.4 NY CREATES / SUNY Poly Supervisors

Shall ensure keys are returned to Security or the Locksmith upon an employee they manage separating from employment.

4 PROCEDURE

Tenant Employees

- 4.1 Upon a key request being received for a tenant employee:
- 1) The Tenant Relations Representative will approve or deny the request, and if approved communicate to the Locksmith the request with the name, company, and email address of the person to receive the key.
 - 2) The Locksmith will retrieve the key(s) if in the inventory or cut new keys to be issued.
 - 3) The Locksmith will then create a key issuance card, place both the card and key(s) in the Security Control Center for issuance and communicate to the requestor as to its availability.
- 4.2 Upon a tenant employee requesting the keys to be issued from the Security Control Center, security shall:
- 1) Verify the person's identity by reviewing their access badge, US driver's license, or passport.
 - 2) After ensuring the person completes the key issuance card, issue the key(s).
 - 3) Enter the applicable information in the Simple K software.
- 4.3 Upon a tenant employee turning in a key(s):
- 1) The Locksmith, Access Control, or Security shall enter the applicable information in the Simple K software and cause the key to be returned to inventory.
- 4.4 Upon a notification, return of an access badge or during the tenant term date report process a tenant employee is determined to no longer be employed at the NY CREATES / SUNY Poly site:
- 1) Access Control or Security shall review Simple K and if the person has been issued keys, verify if the keys were returned by reviewing the Simple K software.
 - 2) If the key(s) was not returned notify the FRMC tenant relations representative to initiate a billing to the associated tenant company. See Appendix A for billing schedule.

NY CREATES, SUNY Poly, or SUNY RF Employees

- 4.5 Upon a key request being received by Security or the Locksmith for a NY CREATES, SUNY Poly, or SUNY RF employee from Human Resources or the persons' Supervisor:
- 1) The Tenant Relation Representative or a Security Supervisor, if applicable, will review the request and based on necessity and job title approve or disapprove the request.
 - 2) If approved the Locksmith will retrieve the key(s) if in the inventory or cut new keys to be issued.
 - 3) The Locksmith will then create a key issuance card, place both the card and key(s) in the Security Control Center for issuance and communicate to the requestor as to its availability.
- 4.6 Upon a NY CREATES, SUNY Poly, or SUNY RF employee requesting the keys to be issued from the Security Control Center security shall:
- 1) Verify the person's identity by reviewing their access badge, US driver's license, or passport.
 - 2) After ensuring the person completes the key issuance card, issue the key(s).
 - 3) Enter the applicable information in the Simple K software.
- 4.7 Upon a NY CREATES, SUNY Poly, or SUNY RF employee turning in a key(s):
- 1) The locksmith, access control or security shall enter the applicable information in the Simple K software and cause the key to be returned to the inventory.
- 4.8 Upon a notification, return of an access badge or during a term date report process an employee is determined to no longer be employed at the NY CREATES / SUNY Poly Albany site:
- 1) The Locksmith, Access Control, or Security shall review Simple K and if the person has been issued keys, verify if the keys were returned by reviewing the Simple K software.
 - 2) If the key(s) was not returned, verify with the former employee's manager that the key was not turned in.
 - 3) If the employee's manager is not in possession of the keys, refer the matter to human resources for action.

5 APPENDIX A

Fee Schedule	
Key	\$20.00
Core	\$150.00

NOTE: If the unreturned or lost key is a sub master or master key, a charge for each key and/or core needing replacement will be levied.

IMPORTANT: To ensure charges are not levied unnecessarily it is imperative that the Locksmith, Access Control, or Security immediately enters returned keys into Simple K.