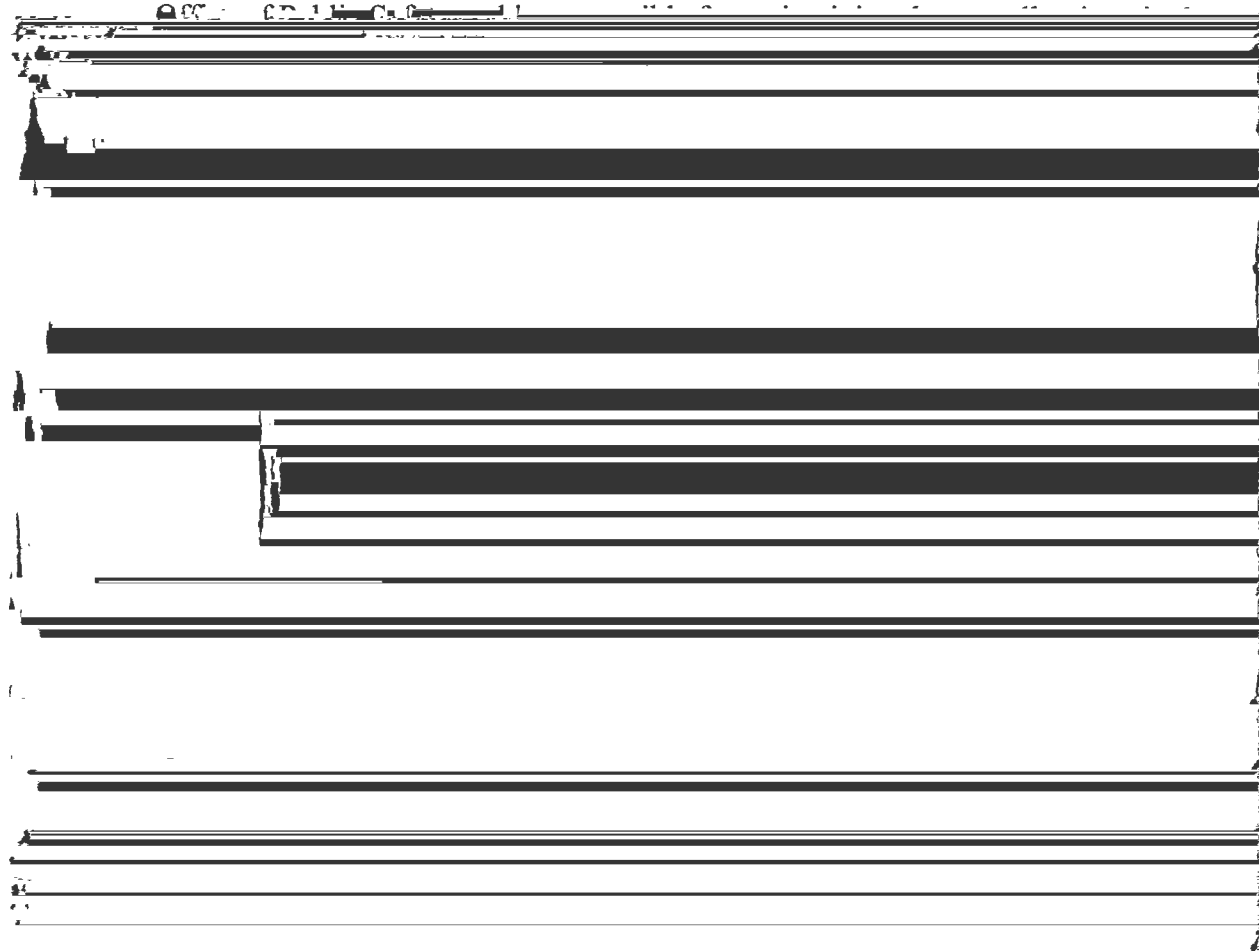


Key Control and Access Administration

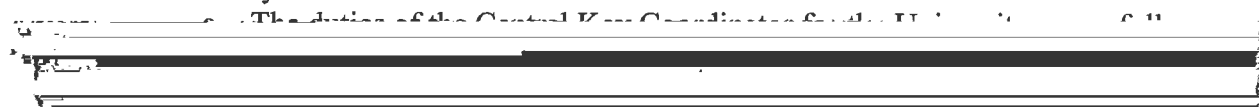
Central Key Coordinator:

The Office of Public Safety is charged with the responsibility for the efficient management of Towson University's Key and Card Access Control Program.

1. The Central Key Coordinator is assigned to the Access Control Section within the



inventory.



Departmental Key Coordinator:

Each department will designate a person to be the Departmental Key Coordinator and will also designate a back-up Department Key Coordinator..

The Departmental Key Coordinator Duties and Responsibilities are as follows

1. Issue and collect keys and maintain records for all keys issued to members of their

department.

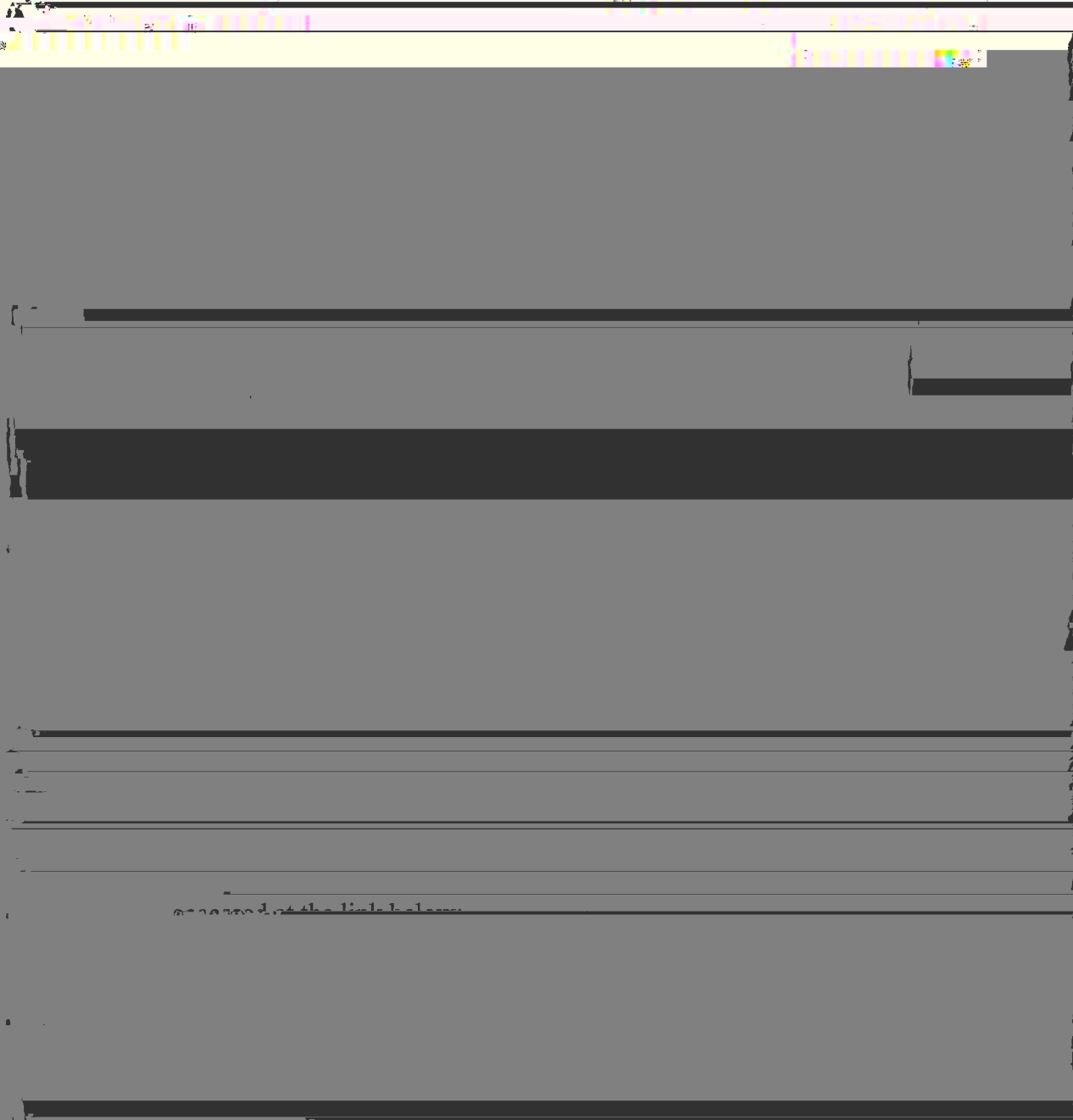
2. Serve as central point of contact and liaison with the Access Control Section for matters relating to keys and card access permissions for members of their department.

Electronic Security and Cameras:

The Electronic Security and Camera unit is organizationally situated within the Access Control Section within the Office of Public Safety. In addition to acquisition and maintenance of university security cameras, the Electronic Security and Cameras Unit is responsible for all forms of electronic access to campus facilities. The Electronic Security and Camera Unit maintains the current Lenel card access system including setting permission levels, programming automatic locking/unlocking schedules for buildings according to instructions provided by

Key and Access Requests:

1. The Access Request Form can be found in the University's electronic Forms Repository along with appropriate instructions on form completion.



Lost Keys

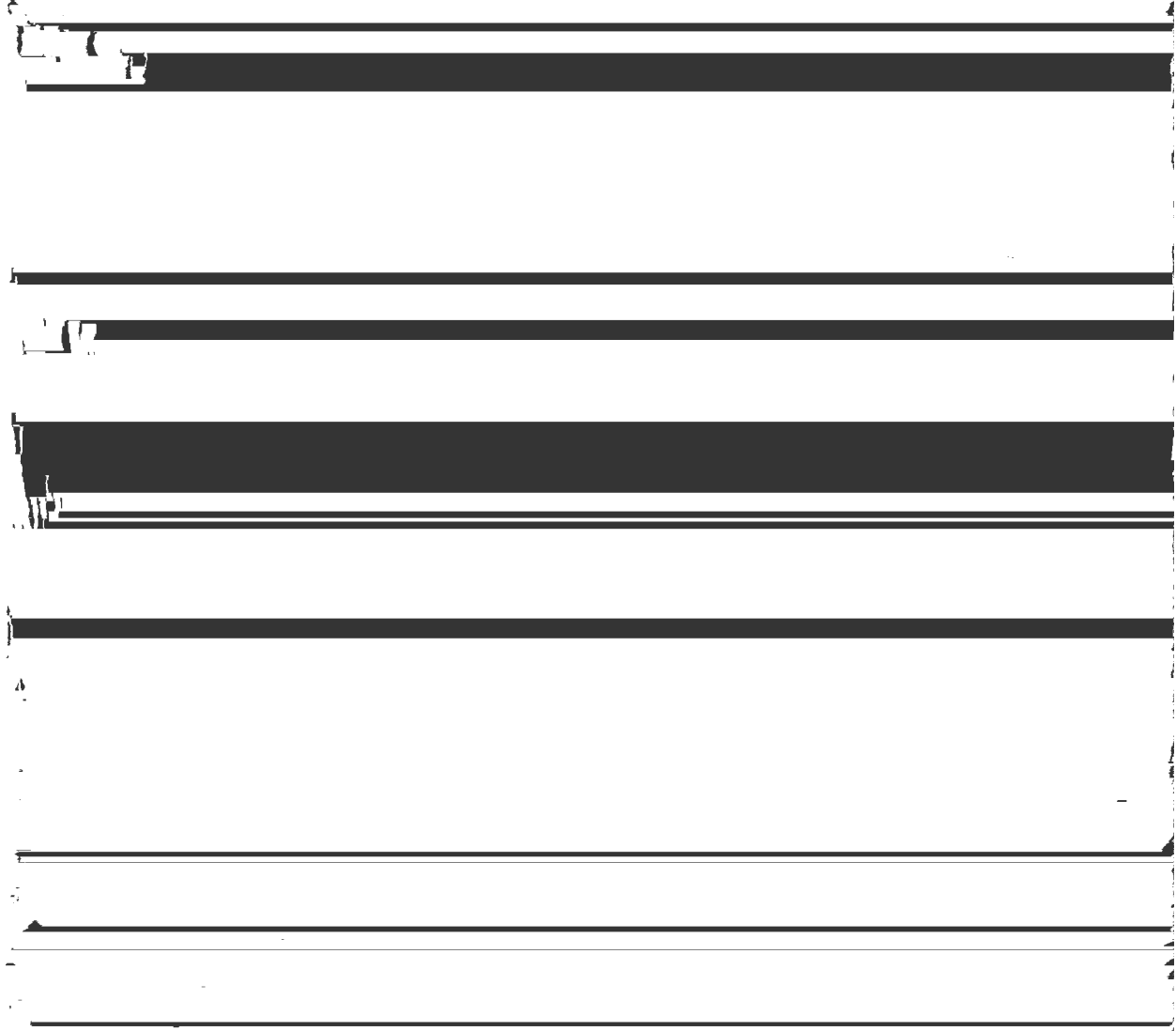
1. Each department is responsible for the keys issued to members of their department. This includes bearing the costs involved in making new keys or rekeying locks if keys are lost.

2. If keys are lost, the individual key holder should notify their Department Key

Coordinator immediately. The Departmental Key Coordinator shall immediately notify

Surplus Keys

1. When keys are no longer needed, the Department's Key Coordinator will store them in



their key cabinet or will notify the Central Key Coordinator and arrange for their return.

2. Keys must be returned to the Department Key Coordinator when the individual key holder transfers to another department, resigns, retires or graduates from Towson University.
3. **Absent some extenuating circumstances, Grand Master keys, Building Master Keys and Sub-Master Keys must be returned to the Central Key Coordinator by the individual to whom they were issued.**

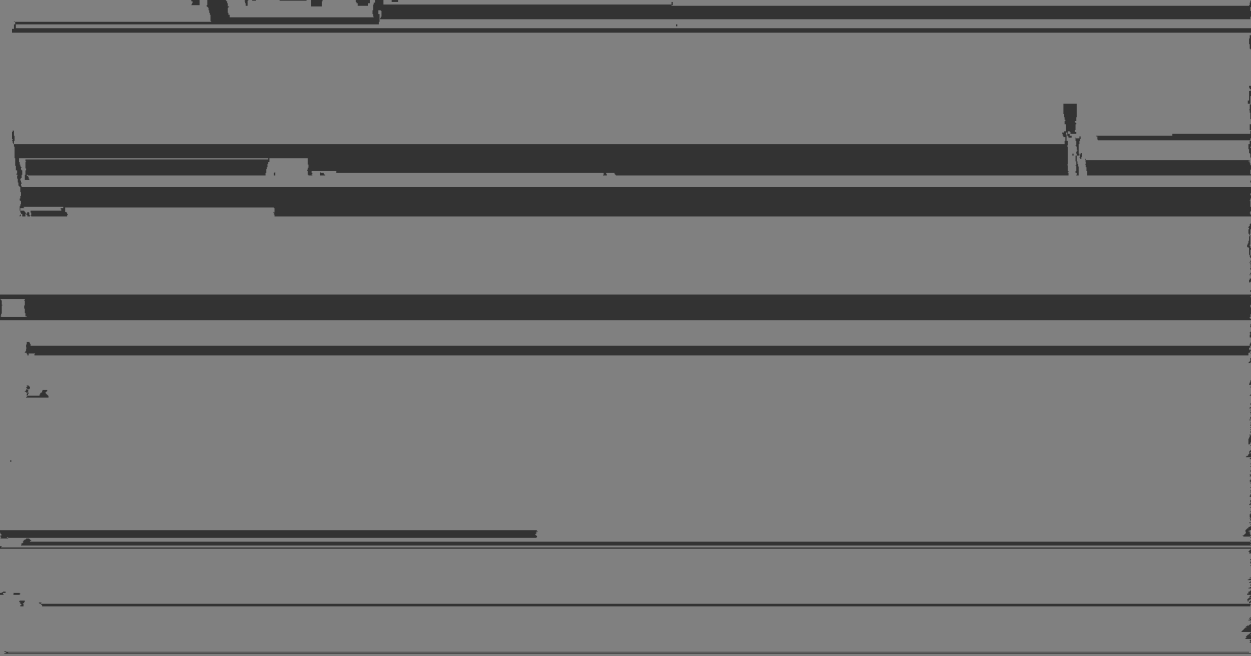
- a. Re-Keying for Housing and Residence Life emergencies due to lost or stolen keys are completed the same day that they are reported.
- b. Overtime may be required occasionally and the costs will be incurred by the Housing and Residence Life department.

Card Access Permissions:

Procedure for changes to card access permissions:

1. Departmental Key Coordinator completes an Access Request Form (Form Number) selecting card access as the reason. Include the employee's name, one card I.D. number and the access level needed. For temporary access requests, include the dates access should commence and end.

(Note: Requests for conventional keys and electronic card access request to



placed on the same Access Request Form.)

2. All requests must be signed by the Department head. Fax the request to the Central Key Coordinator in the Access Control Section within the Office of Public Safety ext. 4-4948.

Key Audits

Key audit preparation:

1. Prior to the audit with the central key coordinator, email the 1-1-112

7. Prior to a Department Key Coordinator transferring to another department, retiring or resigning from the University, the Department Head must advise the Central Key Coordinator in the Access Control Section within the Office of Public Safety. The Central Key Coordinator will then advise the Department Head of the Department Key Coordinator's new location.

Appendix A

[REDACTED]

Office of Public Safety

Fax To: Extension 4-4948

Date Prepared: 8/9/2016

Please reference on correspondence

Requested By: [REDACTED] Department: [REDACTED]

Fund Source: [REDACTED] Building: [REDACTED] Date Requested: [REDACTED]

Department Key Coordinator:

Extens

Key Coordinator Signature:

Building Coordinator Signature:

Department Head Signature:

Type of Request (One Form per type please):

Additional Comments: [REDACTED]