

## **Northwestern State University Key Policy**

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The issuance of keys to faculty and staff is subject to the following procedures.  
**ANY DUPLICATION OF A UNIVERSITY KEY IS STRICTLY PROHIBITED.**

### **University Key Request Procedure:**

- Complete a Key Management form and obtain signature from Department Head. This form may be found on the Physical Plant website, under Guides & Forms. <https://www.nsula.edu/universityaffairs/physicalplant/>
- Submit the completed Key Management Form to the Departmental Vice President of requested department and the Executive Vice President of University and Business Affairs for approval.
  - If approved, the request will be forwarded to Physical Plant.
  - If not approved, the department will be notified.
- Physical Plant Admin will turn the key request into a work order. The Locksmith will be assigned the work order.
- If the requested keys (“keys” includes Fobs and One Card ID access) are available at the Key Bank, the keys will be issued immediately upon presenting the key request form.
  - Locksmith will bring Key Database Manager the keys and Key Maintenance Form
  - Key Database Manager will contact Employee/Department Head notifying the employee that the key is ready for pick up at the Physical Plant Room 105. **The key requestor must present a photo ID (University ID or Driver’s License) to obtain the requested keys.** A copy of the ID will be made by the Key Database Manager for recordkeeping purposes.
  - Locksmith will bring Work Order to Physical Plant Admin to close work order.
- If the keys are not readily available, the Locksmith will have to cut the keys or program the fob. This may take additional time based on the key/lock type. Then the above procedure will take place once Locksmith prepares keys.
- Departments are responsible for keeping Key Maintenance Forms on-hand for each employee.

### **University Key Return Procedure:**

- University keys must be returned to the immediate supervisor or budget unit head at time of separation from the University.
  - A Key Management Form shall be filled out by the Department Head. The original shall be forwarded to the Key Database Manager within **two business days** of the employee surrendering keys.
  - The Key Database Manager will be responsible for verifying that all keys known to have been issued to separating employee were surrendered and accounted for, to clear the key obligation of the former employee.
    - If it is found that all keys issued were not returned, former employee shall be notified in writing by the Key Database Manager, with a detailed list of assigned keys to be returned within **five business days or former employee will have their check garnished for up to \$500 to replace keys.**
- If an employee is terminated, that employee's keys should be surrendered **immediately** to the individual's supervisor or University Police and a Key Management Form shall be executed accordingly.
  - The supervisor/officer should return the employee's keys to the Key Bank (Room 105 Physical Plant) as quickly as possible. It is the supervisor's responsibility to notify the Key Database Manager when keys are not collected from the terminated employee.
  - Keys issued but not returned upon request may result in the responsible department incurring the cost of re-keying departmental areas affected, if necessary.
- **Keys issued but not returned upon departure from employment may result in rekeying expenses to correct deficiencies in security. The employee's department may be held responsible for these expenses due to keys not being retrieved prior to departure.**

### **Lost or Stolen Keys:**

- Lost or Stolen keys must be reported in writing to University Police, the Key Database Manager, the Physical Plant Director, and immediate supervisor within 24 hours of when it became apparent. A new Key Management Form and a copy of the University Police report must be presented to obtain replacements keys.
- **The employees' department and/or the employee may be held responsible for these expenses due to lost or stolen keys.**

### **Forms involved in the Key Policy:**

- **Key Management Form:** This form must be completed by any employee requesting keys to any lock at Northwestern State University. This form must have original signatures. No stamped signatures will be accepted.
- Forms are located on the Physical Plant website, under “Guides and Forms”.  
<https://www.nsula.edu/universityaffairs/physicalplant/>

### **Special Assignments and Contractors:**

- Annual contracts, such as Sodexo, Red River Sanitors (etc.), will be issued keys through their contracting department. The contracting department must complete a key inventory on all keys issued to the contractor and keep a copy of this form readily accessible. The contractor is responsible for the keys issued, any lost key replacement, and any lock changes due to lost/stolen keys. The University is not responsible for areas under the control of an annually contracted vendor.
- **Contractors:** Contractors working on campus can obtain keys necessary for their project from the Key Bank Office. The University Department contracting the work must email the Key Database Manager (information at end of this policy), and request the keys for the contractor, to include name official business name, copy photo ID of the person who will be responsible for assigned keys. The contractor will have to show a photo ID and sign the Key Management Form, in order to obtain the keys.
- Once keys have been delivered to the contractor the Locksmith will submit the signed and completed Key Management Form to the Key Database Manager for TMA Database entry.
- The keys must be turned in to the Key Database Manager (Room 105 Physical Plant) at the end of the project or term of the contract.
- Once keys have been retrieved by the Locksmith/Physical Plant, the Locksmith will submit the signed and completed Key Management form to the Key Database Manager for TMA Database entry.