Associated Students, Inc.
California State University, Dominguez Hills.
Key Control Policy and Procedures

Access to facilities is obviously essential to the smooth operation of Associated Students, Inc., but this access also implies an equally critical concern for the security and integrity of those facilities and their contents. Integral to both concerns are a well-defined and workable key issuance and control policy and the necessary procedures to implement and enforce it. Moreover, Associated Students, Inc. recognizes its commitment to the preservation and protection of its assets and to the maintenance of confidentiality of certain records and documents held in public trust.

The foregoing needs, concerns, and impacts have provided the framework and rationale for the key control policy and procedures that follow.

Policy and Procedures

1. **General**

   It shall be the policy of ASI to permit access to its facilities only to eligible employees and student directors based on a rationale of need and justification in order to preserve and secure its assets and confidential records. The issuance of keys and their control are thus central to the attainment of these objectives.

2. **Types of Keys Issued**

   a. **Master**: The issuance of Masters shall be tightly controlled to improve and maintain security. The loss or theft of this key, which permits access to the entire office, would seriously undermine the security and safety of the office. Therefore, only the General Manager and Assistant General Manager will be issued a Master.

   b. **Office Entrance**: Keys to the office entrance may be issued to full-time staff, ASI President, Vice President of Academic Affairs and Vice President of Operations.

   c. **Offices/Furniture**: Keys to individual offices and furniture keys will be issued to individuals to access areas needed for the function of their job responsibilities. (The “furniture” category includes keys to such items as desks, file cabinets, storage equipment, and other miscellaneous items. This type of key must also be requested on the standard key request form.)
3. **Issuance of Keys**

   a. All requests for keys shall be made via Key Request Form available from the ASI Assistant General Manager. The General Manager must approve all Key Requests.

   b. Upon receiving an approved Key Request form, the Assistant General Manager will sign out the appropriate key(s) to the requestor.

   c. After a key has been issued, the requestor is the sole authorized user of the key and agrees not to lend or give the key(s) to any other person.

   d. The individual to whom keys are issued shall be responsible for any fines or fees imposed for failure to return keys or for the costs incurred to replace or duplicate lost or stolen keys.

4. **Lost/Stolen Keys**

   Lost or stolen keys must be reported immediately to the Assistant General Manager, who will require a signed statement from the responsible party. The individual may be responsible for the cost to make a new key and/or up to $100.00 toward the cost of re-keying locks. No charge shall be levied for replacing broken keys when all parts are returned to the Assistant General Manager.

5. **Key Return**

   a. All keys must be returned to the Assistant General Manager when no longer needed by the individual or as determined by the appropriate General Manager.

   b. **Termination of Employment or Removal from Office:** In the event of separation of employment from ASI, employees are required to return all keys issued to them. In the event of removal from office from ASI, student directors are required to return all keys issued to them. Terminal paychecks or stipends will be withheld until keys have been returned or appropriate fines have been paid. Compliance shall be monitored by the Assistant General Manager.

6. **Key Duplication**

   Duplication of university keys by individuals other than university locksmiths is prohibited.