ELECTRONIC KEY REQUEST POLICY

Policy Id:
PS.003 – Electronic Key Request Policy

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PURPOSE

In a continuing effort to increase the security, efficiency and accountability of keys within the College campus, key requests will now be controlled via the Electronic Key Request Management System. The following procedures pertaining to electronic key requests must be followed by individuals requesting keys:

ELECTRONIC KEY REQUEST INSTRUCTIONS

- The Department of Public Safety is responsible for the issuing of keys to members of the John Jay College community. There is no charge the first time keys are issued. There will be a $10.00 (cash) replacement fee for lost keys. Should a lock require to be changed due to the loss of a key, that Department will be charged a $50.00 replacement fee.

- To obtain a key to a room, cabinet or desk, the requestor must complete the Electronic Key Request (EKR) Form which will be submitted electronically to his/her Department Chair, Director, or other Authorizing Agent for approval.

- The “EKR” may be accessed through the Inside John Jay page found on the College’s website. The requestor then clicks on Resource Center and then clicks on the Public Safety Key Request System link (found under “Office and Book Supplies”) or at http://inside.jjay.cuny.edu/apps/key/index.php?uid where you will be guided to the Public Safety Electronic Key Request Instruction Page, click on the “Continue to Electronic Key Request” tab on the bottom of the page.

This will take you to the Public Safety Electronic Key Request Form. On that page:

1. Input your: First Name  
   Last Name  
   Email address  
   Phone number  
   Select the Department

2. Input Key Requested information:
   a. Select the key* by either inputting room # or number of cylinder (for cabinet keys).
   b. Choose type of key: top door lock or bottom door lock or desk or file cabinet.
   c. Select the building that the lock is needed in.

   *Only one copy of a key maybe requested.

3. Then click Confirm your request.
4. Review the information on the **Public Safety Electronic Key Request Verification** for accuracy, once satisfied click on **Email your request**.

5. You will then receive the **Public Safety Electronic Key Request Confirmation**, which you may print for your records.

6. The request is then sent to the Department’s Authorizing Agent, Department Chair, Director or designee for his/her approval.

7. A notice of the Authorizing Agent’s response is sent to the requestor. **The request will not be processed by Public Safety until the Authorizing Agent submits his/her response.**

8. Upon receipt of the Authorizing Agents response, Public Safety processes the request by either approving or disapproving it. If approved, a notice is sent to the requestor and the Authorizing Agent indicating when the key(s) will be ready to be picked up and of any applicable charges. In the event the request is disapproved, a notice explaining the reason is sent to the requestor and the Authorizing Agent.

   - If a key is not picked up within thirty (30) days from the available date, the request will be voided and will have to be re-submitted. In the event of office relocation, the requestor must return the key(s) of his/her prior office space.

Keys can be picked up in room L2.61.00 NB by presenting your validated John Jay ID card. During the following office hours of operation:

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 5:30 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

The College’s key request policy does not authorize students to request keys. The only exception to the policy is Executive Members of the Student Council, which include the President, Vice-President, Secretary, or Treasurer. Keys are only issued after the electronic key request is input by the Center for Student Involvement and Leadership (CSIL). Also based on information provided by CSIL, club executives will have their ID cards programmed for card reader access to their assigned office space.