KEY RUN POLICY

Policy Id:
PS.005 - Key Run Policy

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KEY RUNS

The term "key run" refers to Public Safety personnel responding to a request to unlock or lock a campus door for an authorized person. A “key run” can be requested by calling the Department of Public Safety at extension 8524, visiting the Public Safety desk in the building the key run is needed, or visiting the Department of Public Safety office in room L2.61.00 NB. When an officer responds to conduct the key run, the requestor must present a current John Jay College ID card to the officer and sign the “key run” card.

Faculty and Staff:

Faculty and Staff can request a key run(s) to his/her own office only. An individual requesting a key run to an office space other than his/her own must obtain written authorization from the person the office space is assigned to or the Chairperson or Director of the Department.

Students:

The College’s “key run” policy does not authorize students request keys or be authorized to request key runs.

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.

Club and Student Council Executives can request key runs only to their individual assigned office space.