Loyola Law School Key Control Policy

1. Keys will not be issued to staff or faculty for doors controlled by a card reader. Exceptions: LLS Dean, Associate Deans, Assistant Deans and Directors or on approval by one of the above. Requests for card access should be directed to Campus Planning at x8391(213 736-8391)

2. Keys will not be issued to students unless requested and approved by a faculty member, or approved by Ron Dillaway, Director of Campus Planning. Access to keypad controlled doors for student organizations is maintained by Student Affairs and the President of each organization. Access to the Law Review keypad controlled doors is maintained by Bridget Klink, the Law Review Coordinator. Keys issued to students require a deposit of $25.00. In order for Fiscal Affairs to accept a key deposit for faculty RA’s or any other working student, the student must be on a list provided by Financial Aid showing that they have a valid work study contract. Failure to return the key will result in a forfeit of the key deposit. Keys may be turned in at the Information Center.

3. All keys issued to staff and faculty must be signed for when issued and returned when the staff or faculty member leaves employment at Loyola Law School. Human Resources will send an e-mail notification to the Manager of Safety and Security and the Supervisor of Physical Plant when there is a new hire or termination of an employee.

4. All access to locked doors if someone does not have a key must be requested through Security at x1121 (213 736-1121). Security will log the request and, at the Supervisor’s discretion, provide access, delegate providing access to Physical Plant or the Information Center or deny access if the request is questionable.

5. Lost or stolen keys must be reported as soon as possible to Security. If the keys are lost on campus, Physical Plant will change the lock core and issue new keys if they are not found after three business days. If the keys are lost or stolen off campus, the Director of Campus Planning will decide whether or not to issue replacement keys for the existing lock(s) or to change the lock core and issue new keys. This process may take several days depending on the number and type of doors that are affected.

6. Requests for keys for staff, faculty and students can made through the Information Center by filling out a form or by completing a Physical Plant work request. Physical Plant is responsible for getting all required signatures before issuing the key(s).

7. Requests for master keys must be approved by the department head for the area(s) controlled by the key and the Associate Dean for Administration and Finance.

8. Requests for sub-master keys must be approved by the department head for the area(s) controlled by the key and the Director of Campus Planning.