

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Key Control Policy

Administrative policy approved May 1, 2023. Effective immediately.

Revision history: None; new policy.

Related policies: None

Scheduled Review Date: June 2026 (Chief Operating Officer)

#### A. Purpose

This policy is designed to protect the property and privacy of Southwestern Law School by designating appropriate access to campus facilities, including buildings, classrooms, offices, and facilities. The law school recognizes the need to issue keys to employees to conduct day-to-day business operations. Southwestern employees who are issued keys have a responsibility to safeguard them and help prevent unauthorized duplication, sharing, and use. The Administrative Services Office (ASO) will manage and control key distribution and maintain an up-to-date key control inventory.

#### B. Scope

This policy applies to all Southwestern employees, students, and contractors working for the law school. Except as set forth below, this policy applies to all facilities owned, leased, or otherwise occupied by Southwestern Law School for law school purposes. This policy does not apply to apartments in The Residences.

#### C. Issuing, Sharing, Duplicating, and Returning Keys

Southwestern will issue keys only to employees, students, and contractors (e.g., security officers) who have a legitimate need to access specific facilities and areas.

ASO will issue keys to employees specific to their department, assigned office, workspace, and lounge. The employee receiving the keys will sign the Key Request form (**Appendix A**) acknowledging receipt and responsibility for the keys. Keys will be issued to employees for other departments, buildings, or workspaces on an as-needed basis.

Key holders must keep their keys safe and may not share, loan, or duplicate them. All such requests must be made to and handled by ASO. Unauthorized duplication, sharing, or loaning may result in disciplinary action.

An employee must return all Southwestern keys on the last day of employment or upon request by ASO, the Dean, or another authorized employee (e.g., the employee's supervisor).

**D. Key Request**

An employee who requires a key not previously issued to them to perform their assigned duties must submit a formal request to ASO via email at [administrativeservices@swlaw.edu](mailto:administrativeservices@swlaw.edu). The request should come from the employee's Supervisor or Department Head. Once approved, the employee will sign a Key Request form before receiving the key. ASO keeps executed Key Request forms in the employee's personnel file and updates the form when the keys are returned or new keys are issued.

**E. Lost or Stolen Keys**

Lost or stolen keys must be reported to ASO within 24 hours of discovering the loss or theft. ASO will reissue the appropriate keys to the individual and schedule locks to be re-keyed, if necessary. The employee must sign a new Key Request form when the new keys are issued.

**F. Student Programs and Student Groups**

ASO may issue some Southwestern students keys in conjunction with their participation in certain Southwestern programs or groups. The responsibility for issuing and collecting keys for these students is as follows:

1. ASO will issue keys to students associated with the Writing Center using the process outlined in this policy for employees.
2. The Student Affairs Office will issue keys to students associated with Honors Programs (Moot Court, Negotiation, Trial Advocacy, Law Review, Law Journal), the Student Bar Association, and the Commentator. The Student Affairs Office will use a similar process, including having students sign the Student Office Key Agreement (**Appendix B**) form when keys are issued. The Student Affairs Office will collect all keys issued to students under this policy and, for the programs listed in this section, will be responsible for the cost of duplicating keys or having locks re-keyed as needed.

**G. Amendment**

Southwestern reserves the right to amend this policy at any time. Southwestern will communicate changes by posting a revised policy on the [Institutional Policies webpage](#).

**APPENDIX A**



**LAW SCHOOL**  
**Los Angeles, CA**

**KEY REQUEST**

Name:

Department:

Title:

Supervisor:

**Key(s) Requested:**

<b>Office/Room Number</b>	<b>Building</b>	<b>Key Code (if known)</b>	<b>Date Issued</b>	<b>Date Returned</b>

Any key issued to the employee is for business purposes and must not be shared, loaned, or duplicated. The employee must return all keys to ASO on the last day of employment or when requested. By accepting one or more keys, the employee acknowledges they have read, understand, and agree to abide by the Key Control Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Human Resources Office

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Date

# APPENDIX B

SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard • Los Angeles, CA 90010-1106



## Student Office Key Agreement

This agreement between \_\_\_\_\_ (Student) and Southwestern Law School provides that Southwestern will issue Student a key for access to the \_\_\_\_\_ Office.

Student must not share, loan, or duplicate this key. Because the organization group space may include valuable Southwestern, employee, or student property, Student must exercise care in maintaining basic security for the office, which includes not leaving the office open or unlocked when not occupied by an authorized individual.

You must return this key by \_\_\_\_\_ to the **Student Affairs Office in Westmoreland 233**. If you do not return the key by the deadline, Southwestern will re-key the lock and may charge that amount, which could be as high as \$150, to your student account. If Southwestern charges your account, we will provide the receipt from the outside locksmith to support the charge.

Signing this document signifies that you have read, understand, and agree to the terms above.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Phone:** \_\_\_\_\_

**Southwestern Email:** \_\_\_\_\_

**Alternate non-Southwestern Email (REQUIRED):** \_\_\_\_\_

**Key Number:** \_\_\_\_\_

**Key Type:** Staff/Program Member  Board  Fish Bowl