

## **Access to Facilities**

**Original Implementation:** Unpublished

**Last Revision:** February 2, 2021

### **Purpose**

This policy establishes responsibility for university security and outlines a process for the issuance and control of campus keys and card access.

### **General**

The security of the university is the responsibility of several departments on campus. First, the University Police Department (UPD) is responsible for overall campus security. Second, the various head administrators are responsible for their respective areas. Third, the Physical Plant Department (PPD) is responsible for maintaining access control hardware, and a campus key control system. Fourth, Information Technology Services (ITS) is responsible for maintaining card access.

Other than during normal working hours, all campus buildings will be locked. Faculty and staff may be issued keys or card access to university buildings upon the request of the head administrator responsible for the building or area of the building. An individual entering or leaving a locked building shall be responsible for securing the door and may be held liable for any loss or damage to university property resulting from failure to do so.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building or space during hours the building or space is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key or card access, and the authorized individual assumes full responsibility for their presence. In spaces with card access systems, employees shall use the appropriate key card to gain access rather than bypassing the tracking system by using hand keys unless the card access system fails.

Each head administrator will be responsible for the issuance of card access and keys to the employees in their area of responsibility and will be responsible for the level of security in that area. The PPD will only issue keys to individuals at the written request of the head administrator. ITS will only issue card access individually at the written request of the head administrator. It will be the responsibility of the head administrator of each area to maintain a record of who has been issued keys and to collect keys from departing employees. The person to whom a key and/or card access has been issued shall be held responsible for the use of that key and/or card access until it has been properly returned to the corresponding head administrator. The PPD Lockshop reserves the right to perform a key audit at any time.

If a key is lost or stolen, it should be immediately reported to the employee's supervisor, the PPD, and the UPD. If a key card is lost or stolen, it should be immediately reported to the employee's supervisor, ITS, and the UPD. Failure to report lost or stolen keys or key cards in a timely manner may result in disciplinary action up to and including termination. Duplication of university keys or key cards is strictly forbidden. If a duplication of a key or key card is made without university consent and the individual is identified, the key or key card will be recovered and the individual(s) involved in duplicating key(s) or key card(s) shall be reported to their administrative supervisor for appropriate disciplinary action up to and including termination.

Employees shall not loan or transfer keys or key cards to anyone. Individuals involved in loaning keys or key cards shall be reported to their respective administrative supervisor for appropriate disciplinary action up to and including termination.

Any person found to be in possession of an unauthorized key or key card shall be liable for its use and subject to disciplinary or legal action. Unauthorized keys shall be returned to the PPD immediately. Unauthorized key cards shall be returned to ITS immediately.

Alarm systems are available to departments through the University Police Department. The Physical Plant Department is not responsible for the installation or maintenance of alarm systems.

PPD is responsible for the maintenance and upkeep of doors and locks to campus buildings. However, loss of integrity of lock systems due to loss of keys or inadequate record keeping at the department level is not the responsibility of the PPD. The PPD will re-key areas at the request of the department responsible, but there will be a charge for this service.

UPD is responsible for locking and unlocking buildings and for determining the hours that buildings will be open. Requests for special events, schedule changes, etc. should be directed to UPD and PPD via a work order.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Physical Plant Department

**Forms:** None

**Board Committee Assignment:** Buildings and Grounds Committee

**Revision History:**     January 29, 2019  
                              January 26, 2016  
                              January 29, 2013

January 25, 2010