

Dixie State University Policy

446 Key and Access Control



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I. Purpose

- 1.1 To provide policy for key control, electronic access control, and the issuing and record keeping of University keys and building access.

II. Scope

- 2.1 This policy applies to all facilities, students, faculty, staff, individuals, departments, and auxiliaries of the University to whom University access is issued.
 - 2.1.1 Student Housing will maintain a separate key control and management policy.

III. Definitions

- 3.1 **Access Card:** An ID card that allows card holders to access a specific building and/or specific areas within buildings. Access is granted through supervisors and/or next level supervisors, depending on the access type and area of request.
- 3.2 **ID Card:** A plastic card containing a photo of the owner on the front with a microchip or magnetic strip on the back. The microchip or magnetic strip contains encoded data that is read by passing the card through and/or over an electronic device. University ID Cards may be used for multiple purposes, including identification, building access, and other campus-based services.
- 3.3 **Key:** A metal device that is used to operate a lock.
- 3.4 **Re-coring:** The process of re-keying locks by installing a different core.

IV. Policy

- 4.1 Faculty, staff, and students will only be issued access to areas that are essential to his or her job responsibilities.
- 4.2 Requests for Keys, Access Cards, and ID Cards:
 - 4.2.1 Requests for keys, access cards, and ID cards shall come from the departments through the automated key request system. All keys and cards will be issued through the department from which they have been requested. The appropriate signature (s) or electronic approval (s) must be obtained.
 - 4.2.2 The use of any University issued key, access card, or ID card is the responsibility of the employee to whom it is issued. It is understood that the key or access card is only to be used by the issued holder, and that they will not make it available to anyone else.
- 4.3 Key Transfers: For security, safety, accessibility, and accurate record keeping, the transfer of keys and/or access cards directly from one person to another person is prohibited.
- 4.4 Returning of Keys and/or Terminating Employees: Upon termination of employment, departing employees must return all keys, access cards, and ID cards to the Human Resources Office.
- 4.5 Internal Department Transfers: Employees transferring from one department to another are REQUIRED to:
 - 4.5.1 Return currently issued keys and/or access cards to Facility Management and submit a request via the key request system for new keys, and/or access to the new location (s).
- 4.6 Lost Keys:
 - 4.6.1 Report lost keys, access cards, and/or ID cards immediately to Facility Management
 - 4.6.1.1 Theft, or any other loss caused by failing to report lost or misplaced keys and/or access cards shall be the sole responsibility of the individual and his/her department.
 - 4.6.1.2 Re-coring of doors and the reissuance of replacement keys due to lost or missing keys is the financial responsibility of the issuing department.

4.7 Key Duplication

4.7.1 Keys to campus facilities are the sole property of Dixie State University and will be duplicated only by Facility Management or a designated representative.

4.7.2 Any individual who duplicates a key or requests that a key be duplicated in any business establishment or at any place, or alters a key to fit any other lock will receive disciplinary action.

4.8 Key Audits

4.8.1 Records of all issued keys and access cards are maintained by Facility Management. To maintain accuracy of the records, periodic key and access card audits will be conducted. All employees are required to participate in the key audits.

4.9 Opening and Securing Buildings

4.9.1 Main doors to University buildings will be opened weekday mornings before classes begin.

4.10 Special Access to Facilities

4.10.1 After hours utilization of University facilities is restricted to faculty, staff, and students who have been issued a key and/or an access card.

4.10.1.1 If a faculty or staff member should require after-hours access to a University facility for which he or she has not been issued a key and/or access card, access can be obtained by filling out a request through the automated key request system and selecting temporary access.

4.10.2 University security personnel do not routinely provide building access. In an emergency, Security will be responsible for confirming the need, allowing the access, logging the event, and preparing the necessary reports.

4.11 Security

4.11.1 Any lock or access control system to be installed, removed, or changed will be approved and completed by Facility Management.

4.11.2 Security of University facilities and safety regulations will take priority over individual desires for access or convenience.

V. References

5.1 N/A

VI. Procedures

6.1 N/A

VII. Addenda

7.1 N/A

Policy Owner: Vice President of Administrative Affairs
Policy Steward: Executive Director of Facility Management

History:
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