

SEWANEE

THE UNIVERSITY OF THE SOUTH

KEY & ACCESS CONTROL POLICY Responsibilities by Department 04/16/07

While maintaining a welcoming and hospitable atmosphere at Sewanee: The University of the South, key and access control policy is designed to protect the safety and security of the students, faculty, and staff, as well as the property of this institution. It is the responsibility of all members of the Sewanee community to do their best to ensure the safety and security of others.

Proprietary Statement

All locks, keys, electronic access devices and access codes are the sole property of the University. The University reserves the right to change locks, keys, and access codes as needed. No one may place a lock on a University system without the permission of the Director of Physical Plant Services. All keys, access codes and access devices must be returned to the University upon termination of employment or enrollment.

Described below are the responsibilities of individual students, staff, and faculty as well as the responsibilities of various campus deans, departments, and offices.

AN INDIVIDUAL (student, staff, faculty)

1. Must sign for issued keys (from appropriate office).
2. Must maintain security of issued keys/access devices.
3. Must report lost or stolen keys/access devices to the appropriate office: Students to the authority appointed by the Dean; Individual faculty and staff members to the Sewanee Police Department.
4. Must personally pickup keys at the Physical Plant Services Customer Service desk (in the PPS Warehouse on Georgia Ave): Administrators may designate in writing an authorized person to pickup keys.
5. May not lend or duplicate any key/access device issued to them.
6. Must return all keys to Physical Plant Services Customer Service upon termination of employment. Exceptions: Students should return keys to the authority appointed by the Dean. Rental housing occupants should return keys to the Rental Housing Office.
7. Must return all access devices, (excluding identification cards) to Information Technology upon termination from the University.
8. Individuals with electronic access rights must notify Information Technology Services when University service is terminated. Exception: Students leaving the University should notify Residential Life for residence hall access termination. All individuals will notify the authority appointed by the Dean for offices and academic rooms.

SEWANEE POLICE DEPARTMENT

1. Develops, distributes, reviews, implements, and enforces the Key and Access Control Policy. It is the responsibility of the Chief of Campus Police or his/her designee to ensure compliance with this policy.
2. Assists Physical Plant with the development of keying systems.
3. Assists Information Technology Services and Physical Plant with the development of the campus electronic access system.
4. Coordinates with Physical Plant Lock Shop hardware replacement and upgrades.
5. Controls and issues temporary keys for contractors, vendors and other personnel.
6. Investigates all reports of lost or stolen keys/access devices and all attempts to circumvent security systems.
7. Notifies Physical Plant Services when a lost key is reported and notify Information Technology Services when a lost access device is reported.
8. Determines when security has been compromised and recommends re-keying/reprogramming access for security/safety.
9. Monitors Electronic Access System for emergencies, failures, and unauthorized entry.
10. Responds to access alarms trouble calls and contacts Physical Plant Services, Information Technology Services and Residential Life if necessary.
11. Conducts surveys of locking mechanisms in all University owned facilities. Conducts random audits to ensure compliance with key/access control policy.

PHYSICAL PLANT SERVICES

1. Establishes and maintains keying systems in coordination with campus departments.
2. Establishes campus construction standards and ensure projects comply with standards for key and access systems.
3. Procures and issues all keys and locks. Individuals may turn-in and pick-up key at Customer Service Desk. Departments or Deans provide Physical Plant Customer Service with a list of individual(s) authorized to approve key requests.
4. Securely stores all unassigned keys with the exception of residence hall buildings and rental housing.
5. Performs all lock maintenance, repair, replacement, and upgrade work except that being done on a contractual basis.
6. Installs and maintains access hardware systems in campus facilities in coordination with Information Technology Services.
7. Maintains central key control records and privileges issued to faculty and staff.
8. Notifies the payroll office that a terminating employee's keys have been returned.
9. Controls, issues, collects, and maintains records in the Office of Rental Housing of keys given to rental housing occupants.
10. Stores all unassigned Rental Housing keys and report all lost or missing Rental Housing keys to the Police Department.

INFORMATION TECHNOLOGY SERVICES

1. Develops, procures and programs electronic access schedules for all facilities except residence halls, and maintains the central access control records and privileges issued to individual and/or departments. (Departments or Deans provide Academic Technology Services and Director of Telecommunications and Technology Infrastructure Services with a list of individual(s) authorized to receive access devices.)
2. Maintains the access control server, communication lines, and software system. Does not include facility hardware responsibilities assigned to Physical Plant Services.
3. Notifies the payroll office that a terminating employee's access devices, (excluding identification cards) have been returned.

RESIDENTIAL LIFE

1. Controls, issues, and maintains records of keys given to students and staff in residence hall rooms.
2. Programs electronic access schedules for residence halls.
3. Securely stores all unassigned residence hall keys.
4. Is responsible for collection and return of student residence hall keys.
5. Is responsible for reporting all lost or missing residence hall key/access devices to Police Department.
6. Determines liability for lost or missing residence hall keys/access devices.
7. Is financially responsible for the cost of changing locks that are required due to the loss of keys/access devices resulting in compromised security as determined by the police department.

SUMMER PROGRAMS

1. Controls, issues, and maintains records of keys/access devices given to individuals for residence halls and other facilities.
2. Coordinates electronic access schedule programming with Information Technology Services.
3. Securely stores all unassigned keys for residence halls, classrooms, meeting rooms, and/or other campus facilities.
4. Is responsible for collection and return of all keys.
5. Is responsible for reporting all lost or missing key/access devices to Police Department.
6. Determines liability for lost or missing keys/access devices.
7. Is financially responsible for the cost of changing locks that are required due to the loss of keys/access devices resulting in compromised security as determined by the police department.

DEANS AND ADMINISTRATIVE DEPARTMENTS

1. Responsible for all keys/access devices issued to faculty, staff, and students in their areas
2. Establish internal procedures for key/access approval and control.
3. May request keys/access to be issued for areas under their direct control.
4. Responsible for the collection and return of keys issued to individual students.
5. Maintain an audit of key issuance.
6. May not re-issue faculty or staff keys. Terminated or retired faculty and staff keys must be returned to Physical Plant Services Customer Service by the individual.
7. Notify Information Technology Services when an individual with access rights terminates or retires. Notify Physical Plant Services when individual with keys, excluding students, terminates or retires.
8. Coordinate electronic access schedule programming with Information Technology Services.
9. Financially responsible for replacement of lost or missing keys/access devices.
10. Financially responsible for the cost of changing locks that are required due to the loss of keys/access devices resulting in compromised security as determined by the police department.
11. May request lock/access changes or upgrades in their area of direct control. The Chief of Campus Police, Director of Physical Plant, and/or Information Technology Services will examine the system and make recommendations. Lock changes initiated by a Department or Dean will be the financial responsibility of the individual department or Dean.

PERSONNEL OFFICE

1. Confirms that keys have been returned to Physical Plant Services prior to issuing final paycheck.
2. Confirms that all access devices (excluding student identification cards) have been returned to Information Technology Services prior to issuing final paycheck.

CONTRACTORS/VENDORS

1. Are responsible for the safekeeping of University keys/access devices while in their possession.
2. May not loan keys/access devices to other contractors/vendors.
3. May not use keys/access devices to enter areas that are not part of a job.
4. Must return keys/access devices to the Campus Police Department.
5. Are financially responsible for replacement of lost or missing keys/access devices.
6. Are financially responsible for the cost of changing locks that are required due to the loss of keys/access devices resulting in compromised security as determined by the police department.