Illinois Wesleyan University
Facilities Access Control Policy

I. Policy

A. Purpose

The objective of the facilities access control policy is to offer maximum protection of persons, buildings, and property on campus. This policy is designed to establish responsibility for key/card holders and to provide accountability for all keys and cards.

B. Definitions

1. **Building Exterior Master Keys GGMN**: Allows access to every exterior door on campus, for every building, with one key.
2. **GMA GM2 Keys**: Allow access to all interior doors in a group of buildings.
3. **Building Exterior Keys**: Allow access to one building.
4. **Building Interior Master Keys**: Allow access to most doors within a single building.
5. **Departmental Sub-Master Keys**: Allow access to limited areas within a building.
6. **Individual Keys**: Allow access to a single room/office.
7. **Maintenance Keys**: Allow access to mechanical areas, rooms with electrical panels, custodial rooms, roof access, etc.
8. **IT Keys**: Allow access to IT related rooms or facilities.

C. Responsibility for keys/cards and locks

The Physical Plant is responsible for installation, maintenance, and issuance of all keys, locks, card readers and door hardware on campus and is responsible for the implementation of this policy. The Campus Safety Department is responsible for the programming of access into any space that is secured with an electronic card access lock. Campus Safety is also responsible for key distribution and return. The Physical Plant works with Information Technology Services to oversee installation of the centralized card access systems on campus.

D. Assignment of keys

A 'Key Coordinator' will be assigned for each building. This person must be a full-time employee of the university. **Supervisors / Key Coordinators are the only persons authorized to request keys for members of the campus community.** Their role is to send to Physical Plant a key request work order that they have been asked to submit by their department head or other authorized individual.

Under no circumstance will keys/cards be permanently issued to trustees, guests, friends or anyone else not employed by the university. Keys may be temporarily issued to auditors or others who require access to university facilities on a temporary basis. The Contract Partner employees will be issued keys for the duration of their employment.

<u>Limitations:</u> **It is university policy that employees will be issued the lowest level of key access required by their position.**

1. **Grand Master Keys**. May be issued only to Campus Safety officers and 3rd Shift Custodial Supervisor.
2. **Building Interior Master Keys**. May only be issued when the entire building is occupied by one Department. The decision to assign a Building Interior Master Key will be made by the appropriate Vice President.
3. **Department Sub-Master Keys**. May be issued when appropriate with Dean or Department approval
4. **Building Exterior Keys**. **No Building Exterior Keys will be issued for buildings with card swipe access.** Building Exterior Keys may be issued to individuals with a demonstrated need for after-hours building access
5. **Individual Keys**. May be issued to individuals with a continuing need for access to such rooms

Requests for keys are made by the Key Coordinators to the Physical Plant Department through SchoolDude. Key Coordinators requesting keys should identify the room(s) and space(s) that require access and the individual requesting the key or keys.

The Physical Plant shall maintain a record of all keys issued. An inventory of keys issued to students for individual residence halls shall be maintained by ORL. Individuals shall not loan or give out their assigned keys to others, even members of the campus community. **Unauthorized duplication of a university key will be considered a serious violation of university policy.**

Where appropriate, academic or administrative units will maintain a documented inventory of keys for student and employee short-term access to university facilities (practice rooms in the School of Music, science labs in CNS). Building Interior Master and Grand Master keys shall not be included in these inventories. Campus Safety, Physical Plant, IT Services, ORL and Conference Services are approved exceptions. ORL maintains a building master key in each residence hall in secure key control storage. Procedures developed by academic or administrative units need to ensure accountability of any university key provided to students or employees. Procedures must be reviewed and approved by the area Vice Presidents and submitted to Physical Plant for final approval.

E. Accountability
Keys are always the responsibility of the specific individuals to whom they are issued. Keys are never issued generically to offices or departments, but always to individuals within such offices and departments.

Keys to university facilities are university property and should be treated as such. Each person who is issued keys shall personally safeguard these keys to prevent loss or theft. Keys issued to individuals shall not be given out to other staff or students.

Keys for file cabinets, desk drawers, closet doors, padlocks, etc, will be maintained within the Department where the keys are needed.

All keys must be checked out and returned in person to Campus Safety. Keys for residential buildings issued to ORL staff must be checked out and returned to Campus Safety. Keys issued to student for residence hall room assignments will be issued and collected by ORL.

<u>Lost Keys:</u> Employees shall report lost or stolen keys immediately to their supervisor and to the Physical Plant through SchoolDude. Lost ID cards shall be reported immediately to Campus Safety. Any costs associated with re-keying due to lost keys may be borne by the individual, department or administrative unit. If a building exterior key or a building interior master key is lost or stolen, the Director of Physical Plant, in consultation with the Director of Campus Safety and the Vice President of Business and Finance, will determine if that facility requires re-keying. If a residential building is considered for re-keying, the Dean of Students will be included in the consultation process. If an academic building is considered for re-keying, the Provost will be included in the consultation process.

F. Card / key access control systems
The Campus Safety Department is responsible for maintaining the database that controls card access. Academic departments must furnish Campus Safety with the names of persons who are authorized card entry into areas under their control that have card readers. When a person is no longer authorized entry the academic department must inform Campus Safety. ORL, Athletics, Conferences Services and Counseling Services maintain the database that controls card access for areas they manage. Problems with card readers should be reported to the Physical Plant. Problems with ID cards should be reported to Campus Safety.

II. Procedures

A. General Procedures
1. The Key Coordinator may request keys for students and temporary help to gain access to specific building spaces. **No Grand Master or building interior master shall be issued to temporary employees or students**. If a key is lost or stolen the replacement fee is the responsibility of the administrative or academic department. Keys that are broken or worn out are replaced at no cost.
2. Keys for student use must be authorized by the Key Coordinator. Keys shall not be issued by the Physical Plant to students.
3. Employees shall be issued keys at the start of employment through Campus Safety**.** Keys shall be returned to Campus Safety at the end of employment as part of the exit procedure through Human Resources. ORL shall issue and collect keys for students and RAs.
4. The Physical Plant will maintain the database of key issuance using the Keystone Web software. Campus Safety is responsible for issuing and collecting keys from employees. ORL is responsible for issuing and collecting keys from students and RAs.
5. Departmental Key Coordinators shall use the approved key checkout system for students to access space as needed for curricular and co-curricular activities. Each Key Coordinator will work with Campus Safety to determine the appropriate key management system for Departmental use.

6. **Master keys shall not be removed from the campus. These high security keys shall be locked nightly in an area where the respective employee works. Master keys in this category are the Exterior Grand Master Keys, the Interior Grand Master keys and Building Master keys. Master Key rings must have a tracking system. An approved tracking system is the bluetooth "Tile" device/phone app. Other systems may be reviewed if they have the capability to track key positions if lost.** In the case of Area Directors (AD) and staff who live on campus, these keys may be kept at the residence on campus. Keys to building exterior doors and offices are allowed on personal key rings. If these keys are lost, this minimizes the risk to persons and property and reduces re-keying expense.

7. Responsibility of bulk key issues (housing, conferences, academic departments who issue keys to students, etc.) and control is that of the issuing department. It is required that departments keep accurate record of keys issued and returned. If keys are not returned and it is determined that the building must be re-keyed, costs may be charged to that department.

8. Lost keys must be reported immediately to your supervisor and then immediately to the Physical Plant Director. Key replacements will be issued as soon as possible to avoid disruption of departmental programs. Lost ID cards, which are used for building access on electronic locks must be reported immediately to the Campus Safety Department.

B. Physical Plant Department

1. Establishes and implements the key and lock policy which provides the highest level of physical security to the buildings and facilities on campus.

2. Establishes the key codes for the keys and cores used in all doors. Establishes the hierarchy of master, sub-master and door keys required for each facility. If a building is to be re-keyed, the Physical Plant will work with department chairs and/or administrative heads to develop a key system hierarchy for the building.

3. Maintains a current and confidential record of all keys issued to each individual on campus.

4. Determines as needed the physical security condition of the key and lock systems for any building owned or operated by the university and affects change if required.

5. Specifies the requirements for all new key and locking systems installed at the university. Works in conjunction with the Information Technology Services on specifications of electronic locking devices used to secure any space on campus.

6. Maintains records for the temporary issuance of keys used by contractors, vendors and staff for the day-to-day operation of the university. Ensures that all keys are promptly returned and accounted for on a daily basis. Contractors who lose keys shall be charged $50 per key and $100 for core changes if required or actual cost for replacement. **University keys and cards will not be permanently issued to contractors, vendors, etc. under any circumstance.**

7. Receives request for repairs to locks, doors, jambs and security devices via School Dude and ensures timely repairs and alterations as necessary.

8. New keys and replacement keys will be transferred in person.

C. Campus Safety Department

1. Works with departments and appropriate Administrators to ensure appropriate card access authorizations and setting hours of access for buildings.

2. Creates and distributes campus ID cards used in conjunction with the card access system.

3. Is notified whenever a breach in security occurs that could put persons or property at risk.
4. Campus Safety shall issue keys to new employees and collect keys from employees at the end of employment.
5. Campus Safety will coordinate key retainage with the Physical Plant.

D. Information Technology Services
1. Maintains network and software associated with the electronic access systems used on campus.
2. Supports Campus Safety Department in the issuance of university ID cards used for access control.

E. Student Involvement and Office of Residential Life
1. Coordinates keying of housing units with the Physical Plant.
2. Ensures keys are returned when students leave the University Housing.
3. Provides notice to Physical Plant for keys and/or core changes.
4. Is responsible for assessing fees incurred for building re-core and/or re-key due to lost keys.
5. Issues keys and authorizes electronic card access into residential space.
6. Student Involvement will maintain and issue keys for Fraternity Houses.
7. Office of Residential Life will maintain and issue staff apartment keys.

F. Conference Services
1. Ensures keys are signed out and returned by the user at the end of each event. Will assess fees for each key and access card not returned at the end of the conference period.
2. Provides notice to Physical Plant for key/core changes.
3. Receives from housing the appropriate number of keys for each room occupied for the summer.
4. Issues keys and authorizes electronic card access into residential space.

G. Contractors and Vendors
1. Keys and access cards issued to contractors/vendors at the Physical Plant shall be returned on a daily basis.
2. Issuance of a key(s) for a specific space under construction for the duration of the project may be allowed under special circumstances. In these cases, a special 'construction core' will be installed and the university's project manager shall be responsible for implementation. At the end of the construction project the building/space shall be re-cored to its original or new locks.
3. Contractors who lose keys shall be charged $50 per key and $100 for core changes if required or actual cost for replacement.

H. Key Coordinators
1. A Key Coordinator is designated for each distinct physical location (usually defined as a building) on the campus.
2. Key Coordinators and Supervisors are the only persons authorized to request keys for members of the campus community. Their role is to send to Physical Plant a key request

work order that they have been asked to submit by their department head or other authorized individual.

3. When a new employee is added in the Key Coordinator's area of responsibility, the Key Coordinator will request the required keys through SchoolDude and direct the employee to pick up their keys at the Campus Safety office in the Memorial Center.

4. Key Coordinators shall establish a key checkout system for students to access space as needed for curricular and co-curricular activities. Keys for student use must be authorized by the Key Coordinator. Grand master exterior keys or building interior masters shall not be issued to temporary employees or students.

I. Employees

New employees will pick up keys/ID cards for card access at the start of their employment from the Campus Safety Office in the Memorial Center. Department Key Coordinators will submit a work order through SchoolDude in advance of the employment start date to have keys sent to the Campus Safety Office. At the end of employment, employees shall return keys/ID cards to the Campus Safety Office as part of the Human Resources exit process.

J. Students

As a rule, students are not issued keys to academic/administrative areas. Occasionally, however, exceptions may be made for student coaches, student employees requiring access to academic spaces for educational purposes, and students involved in student government. When students require keys, the keys will be issued to the department requesting the key. The Key Coordinator shall request and sign for the keys. If keys are lost or not returned the department will be financially responsible for replacement.

K. Appeals

The Director of Physical Plant may deny the issuance of a key. If this happens, the requestor may appeal the decision to the President or Vice President for Business and Finance.

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