Title: BUILDING ACCESS and KEY CONTROL POLICY

Glossary:

Access Control: A device protecting an area that needs either a key, card, code or proximity device to gain access.

Policy:

The Department of Public Safety shall be responsible for access control of the Cecil College campus community. Public Safety shall also be responsible for recording and maintaining all access requests and all issuing / return documentation. Facilities shall be responsible for maintenance / repairs of all door access hardware throughout all College facilities. An outside contractor will be notified for all programming issues and repairs to all electronic access systems.

Building Access Issuance Procedures:

All employees of Cecil College and authorized personnel, who require access to any building, shall be required to follow the steps listed below in order to obtain the necessary access/key devices to gain access to their respective areas. All assigned users of college access devices are responsible for the access devices that they have been issued. Keys are not to be duplicated. Specific personnel authorized by the Vice President of Finance and Administration may also be issued access devices in special circumstances.

- Employees should make their request for access with their appropriate department Coordinator, Chair, Dean or Director. Then a Key/Card Request form will be completed and signed by the Coordinator, Chair, Dean or Director. Requests for access to exterior doors need the approval of the Vice President of Finance and Administration.
- The form will then be forwarded to Human Resources for verification of employment.
- The request/form will then be forwarded to the Vice President of Finance and Administrative Services for approval if the request is for an exterior door.
- The request form will then be forwarded to Public Safety for approval.
  - Upon approval, Public Safety will create and issue a access device and office key.

- Employees will be contacted by Public Safety for pick-up of their access card and/or office key and sign the request form prior to the access device/key being issued.
- Photo identification is required at time of pick up.
  - Once verification is obtained, the employee will print and sign their name on the Key/Card request form. Public Safety personnel will initial the form and then officially issue the access control device.
- The Public Safety Administrative Assistant will enter the information into the access control records file.
- In the event a device or key is lost, it is to be reported to Public Safety immediately. The College has the right to recoup the cost of replacing access devices or re-coring locks in the event of a lost key at the following rates:

  - Master Key - $200.00 (All doors will need to re-coring)
  - Sub Master Key - $100.00 (Certain groups of doors will need re-coring)
  - Exterior Door Key - $50.00 (One door will need re-coring)
  - Interior Door Key - $50.00 (One door will need re-coring)
  - Access Device - $25.00 (Door will need reprogramming)

  Note: Master and Sub Master Fees apply on the first occurrence, Exterior, Interior keys and Access Device fees apply on the second occurrence.

- Individuals issued access devices are to be advised that they are not allowed to loan out, or give access devices to any persons not authorized to have possession of, or to allow unsupervised access to, any building, classroom, storage area, or other facility operated by the College.
- The building access request form will be filed and maintained in the access control records at the Public Safety Department.
- Keys to College owned cabinets, lockers, desks; drawers, etc. are not covered under this policy. Keys shall be furnished upon request when available, but the issuance, control and recovery shall be the responsibility of the academic or administrative department head.

BUILDING ACCESS DEVICE RETURN PROCEDURES

Faculty members, staff and other authorized personnel who have been assigned access devices and are leaving the employment of the College, must turn in all access devices issued to them. Procedures for the access device return are as follows:

- Photo identification is required when an access device is returned or checked in. All access devices must be returned to the Public Safety Department.
- The access device being turned in will be checked and must match the paperwork submitted when the access device was issued.
- The individual will sign and print their name on the access return form. Public Safety personnel will initial the agreement indicating the access device has been returned
- Human Resources or payroll may hold final paychecks until documentation is presented that all access devices have been returned. The Public Safety Department will coordinate with Human Resources.

RE-CORING PROCEDURES

Re-coring of doors shall be the responsibility of the Facilities Department. Requests for the re-coring of doors shall be submitted, in writing, unless an emergency situation occurs. The procedures outlined should be followed when requesting a door or doors to be re-cored:

Single-door and building re-coring requests

Emergency re-coring requests will be authorized by the Vice President of Finance and Administration and / or the Director of Facilities after an emergency re-coring request is received. Procedures are as follows:

- Once advised of the emergency, the Facilities Department shall record the incident in an Activity Log to include the date, time, and nature of the emergency and location. Additional information to be obtained shall include the key number and core number, if available.
- The Facilities Department shall then make contact with the reporting party and insure the problem is corrected in a timely manner.
- After-hours requests - when a request comes in for a core change after normal business hours, leave a detailed message with your concerns, so that Facilities Department may follow up on your request the following business day.

DOOR HARDWARE REPAIR PROCEDURES

Requests for repair or replacement of broken access devices or door hardware shall follow the normal procedures for campus repairs by contacting the Public Safety Department. Public Safety will coordinate the repairs with the Facilities Department.

ANNUAL AUDIT:

An annual inventory of active access devices will be conducted. Departmental administration will be provided a list of individuals and their access devices. Certification of accuracy is required by the departmental administration. Any discrepancies will need clarification to Public Safety and the Facilities Department, and may require submittal of a Work Order request for further investigation.