

## **IV 30 10 ACCESS/KEY CONTROL**

### **Purpose**

The purpose of the access/key control policy is to establish and maintain integrity in the issuance, return, accountability and record keeping of all Volunteer State Community College (hereafter will be referred to as VSCC) keys, door pin (personal identification number) codes, access control cards, and key box access.

### **Background**

Building access control is a practical form of security having the overall goal of preventing occurrences detrimental to the institutional mission by limiting access to College facilities only to those individuals having a demonstrated need for such access. Access/Key Control is first and foremost a security related responsibility.

### **Responsibility**

The VSCC Campus Police Department will be responsible for key issuance, records management and auditing. In addition, Campus Police will be responsible for the access control and key box software.

The VSCC Plant Operations Department will be responsible for key and pin code data input in the software system(s), the maintenance of the key management software system, producing keys, purchasing keys, and maintenance of locking hardware. The Plant Operations Department is the only department authorized to make or duplicate keys, install door locks and other door hardware.

The Office of Human Resources will be responsible for producing employee identification cards, which also serve as access control cards.

The Office of Student Services is responsible for producing student identification cards, which also serve as access control cards.

The Campus Police Department is the only department authorized to activate access control cards.

If an access control card is lost or stolen, the card holder is responsible for reporting the loss or theft to Campus Police immediately and will be charged a \$10.00 replacement fee for the card.

Any violation of these policy statements may result in disciplinary action.

### **College Standard Locking System**

Continuity of existing security controls is vitally important to the effectiveness of VSCC's master keying system and daily operations. Therefore, all locks will be keyed in a uniform, master-keyed locking system. When lock types or functions are required which the company does not manufacture, these locks must still conform to the master key system. Keys to cabinets, lockers and drawers used for the storage of personal items are not covered under the provisions of this policy. VSCC retains the right to access locked cabinets, lockers and drawers housed on its facilities.

## **I. Policy Implementation**

1. The Chief of Campus Police or designee is responsible for the approval, management, control, record keeping and auditing of the key/access control program(s). Employees may be issued an office key upon completion of a Building/Room Access Request form with the approval of their supervisor and the Chief of Campus Police or their designee. The Chief of Campus Police or designee reserves the right to deny any request or revoke access as seen necessary.
2. The Campus Police Department will have access to all facilities. Campus Police in conjunction with custodial services will open and close the facilities. Any person who is on campus after hours or when campus is closed must be prepared to provide an adequate form of identification to a Campus Police/Security Officer upon request. Employees must report in person or by telephone to Campus Police when arriving and leaving campus. Upon arrival, all employees must provide Campus Police with their name, workplace location, and expected time of departure. After-hours access is limited to Campus Police and Plant Operations employees only at off-campus sites.
3. Keys and access control cards are not to be transferred nor loaned from one individual to another (even within the same department). Violation of this policy statement may result in disciplinary action up to termination. Individuals to whom College keys, access control cards, or pin codes are issued are responsible for physical security and their use.
4. Loss or theft of any key (s) or access control card must be reported immediately to the Campus Police Department.
  - a. There is a one (1) time fee waiver of \$10.00 in the event the access control card is stolen. A police report is required for documentation purposes.
  - b. Lost or misplaced keys and/or access control cards, which have been found, should be forwarded immediately to the Campus Police office.

## **II. Key Procedures**

1. Upon completion and approval of the Building/Room Access Request form, keys will be distributed from the Campus Police Office at each campus site. Employees will receive an email notification from Campus Police when the key is ready for distribution. Individuals must present their college issued ID card to retrieve their key. They must also sign all required forms indicating they are taking possession of the key, have read this policy, and agree to comply with all provisions.
2. When an employee resigns, retires or is involuntarily separated, the supervisor should initiate an Employee Separation Checklist for the separating employee. Employees should be instructed to visit the departments listed on the checklist to obtain signatures from the appropriate department representative, which signifies all separation procedures pertaining to that department are complete. Employees are responsible for returning their keys and or access control card to the Campus Police Department. Legal action may be taken against anyone who fails to return a key or access control card.
3. The President, Vice Presidents, Campus Police Officers, Supervisors, custodial services, maintenance and Information Technology staff members can access secured offices without notice for reasons related to their job descriptions. Therefore, any personal or sensitive information should be secured in a file cabinet or other unit.

### **III. Key Box Procedures**

Additional key access, needed above the initial assignment, will only be authorized through the key box system.

1. Upon completion and approval of the Building/Room Access Request form, key box access will be granted by Campus Police. Employees will receive an email notification from Campus Police with instructions on key box access.
2. Keys from the key box must be returned to the box within the approved allotted time and not kept for an extended period of time. Keys from the key box are not to leave campus.
3. An email will be sent to Campus Police Admin, who will notify the employee's supervisor that keys have not been returned within the approved allotted time.

### **IV. Access Control Card Procedures**

1. All VSCC faculty and staff will be issued ID/access control cards upon employment through Human Resources Office.
2. The Office of Human Resources will notify the Campus Police Department for card activation upon employment and de-activation in the event of termination or suspension, the employee's name, V number, access control card number and department.
3. Access to areas controlled by card swipe will be assigned based on employment status and department.

### **V. Other Authorized Personnel**

Other authorized personnel will be defined as any individual who the College deems necessary to possess a key or access control card to gain access to the College's facilities to conduct business, activities, or perform/provide services related to the operation or function of the College. The college official authorizing access must complete a Building/Room Access Request Form including the beginning and ending dates, times of required access, and specific building/room information. Other authorized personnel must receive approval from the appropriate Vice President and the Chief of Campus Police or designee. Other authorized personnel must adhere to all VSCC access and key policies, rules, and standard operating procedures.

VSCC Source: March 1, 2010, President's Cabinet; August 12, 2019, President's Cabinet