



## **POLICIES and PROCEDURES**

Responsible Unit	Safety & Security
Policy Number	A-3
Date Last Updated	01 November 2005
Approving Sector Head	President & Vice-Chancellor
Policy	<b>ACCESS CONTROL</b>

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1. Purpose - to provide guidelines for the issuance and accountability of all keys which control access to University buildings and their contents.
2. Definitions
  - (a) Buildings are classified as: Academic, Residence, Service, or Other
  - (b) The word “key” refers to either traditional metal keys, smart or magnetic stripe cards, any proximity device, or codes and combinations or any combination thereof.
  - (c) The word “real” means a need exists to hold a key.
  - (d) The word “continuing” refers to the need to have access on a regular and frequent basis and using a departmental key is operationally inefficient.
  - (e) “Departmental Keys” refers to keys and/or access cards that are signed out by a department head for departmental usage and stored in accordance with section 3(c) of this policy.
3. Policy
  - (a) General
    - The Director of Safety & Security is responsible for managing the Access Control Policy on behalf of the President.
    - It is the policy of Acadia University that all buildings, when not scheduled to be opened in accordance with this policy, shall be locked to provide security for the buildings and contents. Residences shall be locked at all times.
    - Only the signature of those positions designated as authorizing authorities will be recognized for the purpose of issuing keys on a temporary or permanent basis.
    - All designated exterior doors to academic buildings are opened and secured by the Safety & Security Department in accordance with the scheduled use for each building.

- Building Managers/Department Heads shall convey in writing to the Director of Safety and Security by September 1 each year, a schedule of building hours.
  - Keys will be issued on receipt of a Safety and Security "Key Authorization Form" endorsed by the Department Head/Director or Building Manager responsible for the space requested. In buildings containing one or more departments an individual department head may authorize keys for their own department and/or external door key for that building.
  - All academic keys authorized by departments are to be recalled at the end of the loan period by the department requesting the original issue. Keys will be issued in accordance with posted hours at the Key Access Control Office in the Student Union Building.
  - Student academic keys may only be authorized for one year at a time, with return dates to coincide with the end of semester. Extensions or exceptions may be made with the Access Control Office by the requesting authority.
  - It is the responsibility of the key holder to secure an exterior door they open after the closing hours of that building.
  - Key holdings should be kept to the absolute minimum. Individual or departmental key(s) will only be issued if there is a real and continuing need.
  - Only one key to any given door will be issued to any individual. All key requests are checked and if an identical key has already been issued, a second key will be refused pending a loss report and a subsequent investigation to assess the threat of the missing key.
  - The person to whom a key is authorized must sign for it in person at the Safety and Security Access Control Office.
  - Departments can arrange for keys to be signed out on a temporary basis from the Safety and Security 24-hour shift desk. A type-written "key authorization list", indicating the individuals authorized to receive a key, is requested from the requesting authority.
  - Contractors and non-University personnel needing keys/access require a valid University ID Card and shall have their access needs submitted by Physical Plant Project management to the Access Control Office. Keys/access will be issued on a "same day" basis.
- (b) Residence Keys
- Keys will be issued from the Access Control Office and in residence during advertised times.
  - Students changing rooms or residence shall follow the procedure outlined in the Residence Life web site.
  - All residence keys must be returned within 24 hours of the final day of spring exams; late or unreturned keys will result in charges debited to the students' account.
  - All non-student residence key requests require the authorization of the Manager Campus Programs during the academic year and the Operations Sector during summer months.
- (c) Security
- Grand Master keys are for emergency use only and are not to be issued.
  - Keys will only be issued to staff and students on presentation of a valid Acadia University ID card (or equivalent). The loan period for any key will not extend beyond the expiration date on the ID card.

- Departmental keys shall be secured with a lockable metal key box and a record kept of the use of keys. The lockable metal box shall be of a standard defined by the Director of Safety & Security and obtained through the Department of Safety & Security.
- The number and use of departmental key holdings shall be subject to periodic audits by the Safety and Security Department and a record maintained of keys to ensure they comply with this policy.
- When a key holder changes room, office, or department, all previously authorized keys must be accounted for prior to new keys being issued.
- Card activated doors may be audited periodically, and/or programmed to limit access to best meet the needs of the university.
- Disciplinary and/or administrative action may result from unauthorized possession, lending, or duplicating any Acadia University key(s).
- Contractors and non-university personnel requiring keys shall submit their completed Key Authorization Form to the Access Control Office. Key(s) will be issued upon verification of need, with the issuing approval and degree of access being the responsibility of the Director of Safety & Security.
- Valuable and/or attractive items are not to be stored in the same container as keys.

(d) Lost Keys

- Lost keys shall be reported to the Access Control Office immediately, as it may be necessary to re-key the lock(s) to maintain the necessary level of security.
- If re-keying is recommended, the key holder or department will be held responsible for the cost of the changes required. Department Heads are similarly responsible for departmental keys.
- If after assessment, re-keying is not deemed to be necessary, a replacement key will be issued.
- Lost or unreturned keys will result in a financial charge per key. Overdue charges will automatically be applied to a students' account or department responsible for authorization. Broken keys are replaced at no charge.
- Semi-master keys provide access to multiple areas and the loss of any such key is deemed to be potentially more serious and often results in the need to recommend re-keying an entire facility at the expense of a Department Head and/or an individual key holder.