

University of Mary Washington
Access Control Policy

APPROVED BY: Ruth Lovelace, Director Emergency Management and Safety
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- I. Policy Statement. University of Mary Washington requires divisions, sections, offices, and individuals to maintain control of all devices that provide access to University facilities. This includes possession, issuance of copies, and storage of access devices. These safeguards are essential in maximizing personal safety and in protecting both personal and University owned property.
- II. Policy Introduction. Security must be a concern for everyone on the University of Mary Washington campuses. To that end, an essential element of security is maintaining adequate access control so that only those who are authorized to do so access facilities. Issuance of access devices should be careful and systematic, as inadequately controlled access devices, or practices, result in poor security. The responsibility for proper access control rests with all faculty, staff and students.
- III. Purview of this Policy. Although locking systems may vary in different situations (e.g., keys, access cards, combination locks, padlocks) this policy promulgates **minimum** standards that must be maintained throughout the University. Individual departments, divisions, sections, and offices may maintain more restrictive standards and are encouraged to do so. However, they are responsible for establishing and maintaining individual security practices in conjunction with their areas of responsibility, that equates to the level of accountability outlined in this document.
- IV. Sanctions. Individuals are prohibited from unauthorized possession or duplication of access devices to University facilities; from disabling or circumventing access devices; from propping open doors; from manipulating any mechanism or closing device in order to defeat the locking mechanism; and, from making changes to any lock or locking device. Violators of this policy may be required to bear the cost of repairing locking devices or re-securing the area compromised.
- V. Purpose.
 - a. To implement a single authoritative source document which governs key and access control devices for University of Mary Washington.
 - b. To consolidate various key and device control policy statements found in the University of Mary Washington Employee Handbook, the University of Mary Washington Student Handbook.
 - c. To regulate issuance, and establish control and accountability for all keys issued under the University Master Key System.
- VI. Entities Affected by this Policy. This document, representing the single authoritative source governing keys and access devices for University of Mary Washington, applies to all staff,

students, faculty, vendors, volunteers and contractors employed by, or working in support of, University of Mary Washington. This includes all campuses relative to the University of Mary Washington. (Stafford, Dahlgren, James Monroe Law Office, Gari Melchers Home and Studio and any future holdings requested by executive leadership)

VII. Authority and Responsibility.

- a. The Access Control/Locksmith Supervisor is authorized to initiate procedures needed to implement this policy as required. The Access Control/Locksmith Supervisor is responsible for designing and developing the schematics for the University Master Key System. This includes but is not limited to, establishing a University data base, maintaining records for the Master Key System, cutting keys, re-keying cylinders, combination cores, providing all of the required forms used in the procedure, and providing periodic reports that may be needed by management.
- b. The Director of Emergency Management and Safety *must* approve Key Applications Forms for employees requesting *master keys*. Responsible for keys, after they have been issued, is the Approving Officials (Department Head or Supervisors) who authorized the issue and the individual to whom the key was issued. This responsibility begins at the time the key is picked up from the Locksmith Shop or the Police Communications Center in Brent Hall till such time the key (s) are surrendered back to the inventory. This may be an episodic issue or permanent custodial issue until separation from the University. It is the responsibility of the Approving Officials to secure all keys from faculty, staff, or students who have been terminated or expelled from the University. Approving Officials are responsible for keys not returned by their personnel and their Department is responsible for the cost of re-securing area resulting from lost keys unless decided otherwise by the executive leadership (cabinet VP). Such costs will vary, depending on the extent of the University facilities affected by the loss. This could range from re-securing one door to re-securing a floor, a department, a building, or the University campus. Approving Officials may authorize additional keys for personnel who have documented needs for extra keys.
- c. Individuals who receive keys, or “Key Recipients”, accept responsibility for University keys, and are authorized to use the keys only to gain access to their individual suite, offices, room, work stations, or work areas, as determined by the Approving Official. Using the key to gain entry to other University offices or facilities is strictly prohibited. Key recipients, or any individual having such knowledge, are responsible for reporting lost keys immediately to the University Police. Keys are to be returned to the Approving Official, Human Resources, University Police or Locksmith Shop whenever they are no longer needed.

VIII. Key Control Procedures.

- a. Key Issue and Return.

Once the need for a key has been determined, a Key Application Form will be completed. The Key Application Form is official when it has been completed and

signed by the Approving Official. After the request has been approved and signed, it will be forwarded to the Locksmith Shop for action.

The Locksmith Shop will process the application and will cut the appropriate keys, which under normal circumstances, should be accomplished within three (3) workdays. The Access Control/Locksmith Supervisor will retain the original copy of the Key Application Form.

Once the application has been filled, the keys, and the Key Application Form, will be retained at the Police Communications Center until picked up by the Key Recipient. Pick up may be made 24 hours per day. Key Recipient will be required to sign for the receipt of the keys. By signing for receipt of keys, Key Recipients also agree to abide by University regulation and state statute regarding access to unauthorized areas, key control, and duplication of keys. Key Recipients will sign the key Application Form as receipt for the keys, this form will then be returned to the Locksmith for filing. Keys not picked up within 30 days will be destroyed or re-filled and applications destroyed and a new application will need to be submitted. Appropriate identification will be required prior to release of keys.

Duplication of keys is strictly prohibited. Keys are for personnel issuance use only, and are not be loaned or given to others. The Access Control/Locksmith Supervisor will determine the cost of re-securing areas, and those costs will be forwarded to the department, office, or the responsible individual. The Administrative and Finance Vice President will mediate any disputed charges. It is extremely important that lost keys be reported as soon as possible. It is the responsibility of each Key Recipient to carry his or her own keys.

Individuals, upon leaving their position for whatever reason, whether by termination, transfer, reassignment, recall to active duty, or extended periods of absence in excess of 180 days, are required to turn in all keys to the Police Department. Students graduating, withdrawing, or otherwise leaving the University campus will return keys in accordance with guidelines established by the Director of Residence Life. At the time of turn in, when all keys have been accounted for, Access Control/Locksmith Supervisor will sign a receipt for the keys, acknowledging the return of the keys. The individual turning in keys will be provided a copy of said receipt, as proof of turn in. A copy of this receipt will be retained for filing purposes and become legal documentation of inventoried keys at the end of every school year.

b. Key Transfers.

Key transfers are not permitted, as each individual is responsible for his or her assigned keys.

c. Master Key System.

The Access Control/Locksmith Supervisor will develop, implement, and maintain the University Master Key System, or hierarchy, for University of Mary Washington. The Master Key System will consist of Academics, Residence Life, Facilities, Administration, and High Risk/High Security areas.

The Academic area would basically provide for:

- One grand master key for all academic buildings.
- A different building master key for each building.
- An individual key with access to the department, office, suite, work area, and department common areas.
- One Common master key to all exterior doors, building common areas, and all classrooms.

Every instructional member would have access to his or her department area and classrooms, and individual office. If access to spaces other than their own department or building is needed, then additional keys will be issued with proper authorization from the approving officials of the additional areas. This would be true even if two or more instructional departments shared the same building.

The Residence Life area would basically provide for:

- One grand master key for all residence halls.
- Masters for the area supervisors, one for each area.
- A different building master key for each residence hall.
- An individual key with access to students' rooms.

The Master Key System would be capable of expanding to accommodate future needs and acquisitions. Future acquisitions would simply be added to the existing Master Key System.

The Administrative area would basically provide for:

- One grand master key for all administrative Buildings.
- A different building master key for each building.
- Individual keys with access to offices, suites, storage, and supply areas.
- One common master key to all exterior doors, building common areas, and all classrooms.

The Facilities area would basically provide for:

- Building master keys for all academic, residence life, administrative, and housekeeping areas.
- Master keys for the individual shops in Facilities Services
- Master keys for supply, storage, and maintenance closets/areas.

The High Risk/High Security area would be limited and access would be restricted.

d. Control and Security of Master Keys.

With appropriate authorization from Approving Officials, the Director of Emergency Management and Safety, and the Access Control/Locksmith Supervisor, Building and Department master keys would be issued to individuals having a continuing need for the key(s) requested. Individuals accepting custody of master keys must thoroughly understand the responsibility of campus safety and security associated with the possession of such keys. At no time and under no circumstances will Grand Master keys be issued to staff, faculty or students without authorization of the Cabinet Vice-President or his designee. The University Police Communications Center is open 24 hours in the event that access is needed to areas that individuals do not have keys to, and will open areas for those that can and will present need and authorization.

Master Keys used intermittently must be secured in a University of Mary Washington Electronic Key Box, container, file, cabinet, or by other secured means, when not in use. It is recommended that these keys DO NOT leave campus. If these keys are inadvertently taken home, they must be returned to the University and properly secured as soon as the error is discovered. The key box inventory is completed daily and reports are generated. If there is a key shown out of the box, verification is made and the last reported account user is contacted for accountability. It is imperative that ALL keys are returned to their appropriate locations after daily work duties are completed. These boxes are integrated with the Eagle One (AMAG) system. Authorization for key access is confirmed and authorized with the use of the same Key Authorization form mentioned earlier in this policy. A copy of this form can be located on the share drive of the UMW network. The electronic Key Boxes are presently located in the following areas:

- Eagle Landing
- Anderson Center
- Brent Hall
- Physical Plant
- Housekeeping Trailer
- Monroe Hall
- Dahlgren Research Center
- Stafford Campus (Fall 2013)
- Hurley Convergence Center
- University Student Center

e. Vendor/ Contractor Keys.

Vendors or contractors needing access to specific areas within the University (telephone service, elevator maintenance, vending machines, etc.) will be issued keys through the University Police Communications Center located in Brent Hall.

Issuance will only occur after verification of identity. This will be accomplished through the Contractor/Vendor Access Roster. Contractors/Vendors requesting keys to University property must have a current form on file, which has been approved by the sponsoring UMW department and contact person (Contract Administrator). This form MUST be completed prior to any and all issuance of keys. All Keys MUST be returned at the end of each duty period. Contact numbers must be included and official picture identification card shown upon all and any requests for keys. Contractors/Vendors will have the same financial liability for lost keys as University departments, employees and students. This form can be found on the UMW share drive located on the UMW network.

f. Ownership of Keys.

All keys remain the property of University of Mary Washington. Keys no longer used or which are obsolete must be returned to the University Police for disposition. Individuals returning keys will be provided a receipt.

g. Lost or Stolen Keys.

A lost or stolen key must be reported, in person, to the University Police by the individual to whom the key was issued within 24 hours of confirmation they key is lost or stolen. The reporting individual will be required to make a written statement as to the facts and circumstances surrounding the lost or theft of the key. This written statement will become a part of the Police Report. The Police Officer completing the report will insure that a Locksmith Work Order is generated through the Facilities Work Order System. The original copy or the work order number will be incorporated into the police report as well as the police incident report number incorporated into the work order form. Work Order will be forwarded to the Locksmith for replacement, re-keying, or whatever action is necessary to re-secure the area. In the event that a re-key is needed due to loss or theft of a key, the University Locksmith will begin a re-key or the affected area within 48 hours of receipt of the report of the loss or theft. A copy of the Locksmith Work Order will be provided to the department chair, residence life, administrative supervisor, etc, through Campus Mail, for billing purposes. The Access Control/Locksmith Supervisor is to be contacted for ANY EMERGENCY request involving police matters requiring after hours rekey and/or securing property or personal safety. Under certain circumstances the Police Sgt. or any member of the UMW PD command staff can request a rekey change 24/7 and immediate response for change/rekey.

h. Unreturned Keys.

It is the responsibility of the approving official who supervises an individual who signed the Key Application Form, to secure key(s) from personnel whose employment has been terminated. When personnel who have been terminated from the University fail to return key(s), the approving official will try to recover

the key by whatever means are available. Should attempts fail; the key will be declared lost. The area controlled by the lost key(s) will be subject to re-securing under the conditions outlined in paragraph VIII. g. All keys and UMW property MUST be returned to Human Resources prior to separation from the university and final compensation may be withheld pending key(s)/Badge's being returned. In the event of termination all badges and keys are to be turned over to the EM and Safety Department for inventory and deactivation purposes. In the event that this action occurs after hours, keys and badges can be surrendered to the Police Communications Center in Brent Hall. The dispatcher on duty will notify the EM and Safety director and deactivate the employee/contractor/volunteer badge.

i. Inventory.

During the life of this policy an annual inventory of the active keys will be conducted during the months of March and April, Residential Keys will be inventoried as close to post-graduation as possible to insure that all residential keys have been returned and are accounted for post departure. Keys that are not returned by students will be posted with student accounts and charged for lost keys and rekeying charges. A listing of every individual, authorized by approving Officials to possess keys, will be produced. Each approving official will be required to review the list to confirm listed personnel are still employed, possess the required number of keys, and, still have need of keys. Approving officials will then sign and return the inventory to the Access Control/Locksmith Supervisor. A summary report will be prepared and forwarded to the Director of Emergency Management and Safety who will review and approve the report for forwarding to the Director of Internal Audit.

IX. ID Badges (Eagle One Cards)

UMW has an access control system, (AMAG) that incorporates proximity card devices allowing for electronic access across campus. These devices are located throughout all of the UMW Campus system. They are utilized for ease of access to the authorized user and limits access to the card holder with specific authority and authorization. Eagle One cards are used as keys therefore are governed and fall under the same responsibility of keys as listed in the above sections.

a. Students

Students are given access through registration and Banner data uploads. The access is determined by residential assignment and academic majors based on controlled areas, mainly computer labs. The student access is upgraded and uploaded every semester.

b. Faculty and Staff

The process for faculty and staff occurs when hiring is initiated with a Banner registration number and processing. Human Resources initiates this process and assigns the Banner number and then a form is processed, notice is given of

approval and then the employee receives a form that they then take to the Eagle One card Center (Lee Hall) where they are photographed and the card is issued to them.

The access control is then designated with approval on the same form that is utilized for key access and issuance. *Key and Card Access Authorization Form*, this form is located on the share drive in the forms folder. This form must be submitted to the Emergency System Integrator at Brent Hall, Fredericksburg Campus. The requestor must first have the Eagle One Card issued with the corresponding number associated on the back of the card (7 digit) with the form so authorized access is granted. This card as keys MUST be surrendered upon discontinued service at UMW. It is also the responsibility of the supervisor, department head as well as the employee to notify the UMW dispatch at 540-654-1025 upon loss or stolen cards. The UMW Police Dispatch is operational 24/7/365. All Eagle One cards are to be returned to the Eagle One Center located in the basement of Lee Hall, Fredericksburg Campus.

c. Contractors or Vendors

Upon successful award of any contract that requires routine access to any building on any UMW Campus, application for an Eagle One card can be requested. Following the above responsibilities and authorizations, a form located on the UMW: <http://adminfinance.umw.edu/hr/compensation/request-for-access/> *Request for Access*, can be submitted by the account manager or designated authority. This process and form is defined on this link at the Human Resources site. This form is automatically forwarded to the person in UMW HR that will generate a Banner ID number for the contract employee. Upon approval the account manager is notified and a form, as noted above is processed, the authorized contract employee takes the form to the Eagle One Center (Lee Hall) and a picture ID badge is made and processed, as above, the authorization form for access must be processed for access authority, (*Key and Card Access Authorization Form*). All responsibilities remain the same as for the faculty and staff issuance. The representative company accepts all responsibility for their employees when given access to the facilities to include the cost of rekeying building that correspond with lost/misplaced keys.

The requesting department/contractor may email or call in the 7 digit number, located on the back of the card, to Emergency Management where it is entered in to AMAG. The AMAG system grants the authorized access along with begin and end dates.

Any questions concerns or comments regarding this policy should be directed to the Emergency Management and Safety Department managers/supervisors.