Key and Access Control Policy

SAFETY POLICY MANUAL - POLICY NO. PS 1.3

I. GENERAL:

It is the policy of Robert Morris University to promote the security of campus personnel and appropriate access to University property. All keys/cards referred to in this policy are property of Robert Morris University and are **NOT** to be duplicated by any faculty, staff or student. Duplication of a key or possession of a duplicated key will result in referral to the Office of Human Resources or Judicial Affairs. Unauthorized fabrication, duplication, possession, or use of a key/card for the purpose of accessing facilities at Robert Morris University may be a crime. University keys/cards may be recovered from the person assigned them at any time.

II. PURPOSE:

The purpose of the Key/Access Control Policy is to protect persons occupying University facilities, as well as, the property and privacy of the University by limiting access to such facilities to assigned individuals and to their supervisors.

III. PROCEDURES:

1. Design: Design of the keying and access control system is the joint responsibility of Facilities Management and the RMU Police Department. The design will ensure security and reasonable convenience to personnel occupying campus facilities.

2. Fabrication: Facilities Management personnel are responsible for fabricating all keys and performing all lock changes for campus facilities. Records of keys to campus facilities will include the name of the individual to whom keys are issued, dates of issue/return/loss, and will be maintained by the Manager, Physical and Technical Security in the Facilities Management Department. University keys shall not be duplicated, except by the Manager, Physical and Technical Security.

3. Employee Issuance Procedure:

   a. Keys/cards may be requested for regularly appointed university and auxiliary employees for the duration of employment.

   b. Before keys are issued, an email request must be submitted by the department head to Colonial Central to begin the work order process. This email will serve as the approval/authorization for the subject employee. The request must include the following information:

      • The employee/individual's name.

      • The department name.

      • The specific door/area which access is being requested.

   c. Key requests must be made in accordance with the "Key / Access Card Eligibility Criteria" summarized in Section V of this policy.

d. The employee must complete the electronic "**Key Agreement Form**" before keys are issued. This form is sent via email directly to the key recipient with the approved key(s).

e. **Student Employees/Graduate Assistants** – Keys for these individuals will be issued to the department head as noted in the above procedures. The department head is responsible for obtaining said keys upon the student employee's departure from such assignment.

4. Student Issuance Procedure:

a. Students are issued keys for only one semester at a time.

b. Resident students must submit a completed "**Residence Life Personal Data Form**" to the Residence Life office in order to be issued a key for a residence space and mailbox.

c. The necessary paperwork related to the issuance of student keys is maintained by the Director of Residence Life. This is typically completed during the check-in & check-out process.

5. IDenticard - Card Access Criteria:

a. **Faculty and staff** are responsible for obtaining an RMU ID Card and providing the assigned number to their department head. The department head will submit an access request (via email) to the Colonial Central. The email will be kept on file as authorization to grant access. The request must include the following information:

   • The employee's name.

   • The employee's department name.

   • The RMU ID Card number.

   • The specific building and door/doors for which their employee requires access.

b. **Resident student** access cards (RMU ID Cards) will be activated through the Residence Life office based on student housing assignments as appropriate.

c. **General students** requesting card access to non-residential facilities must submit their request through the appropriate Department Head. The Department Head must submit the request to the Facilities Management – Operations Center. The request must include the following information.

   • The individual's name

   • The department name.

   • The RMU ID Card number.

   • The specific building and door/doors for which the student requires access.

d.   If an RMU ID Card no longer works for whatever reason the RMU ID Card office will issue a new RMU ID Card with the same number. The Resident/Employee will be required to surrender their old RMU ID Card which will be destroyed.

6.   Return of Keys/Access Cards:

a.   **Employees** – The employee will be required to return all university keys and other property to the Human Resources Department or to his/her department manager on the last day of work.

b.   **Student Employees** - The department head is responsible for obtaining said keys/cards upon the student employee's departure from such assignment and returning them to Facilities Management.

c.   **Resident Students** – All student keys must be returned to the Residence Life Office at the end of each semester. Access cards are deactivated by Residence Life Staff at the end of each semester. If keys are not returned, students may be billed for a lock change and replacement keys as appropriate.

d.   Duplicates of outstanding keys will not be issued. Refer to #7 below for procedures on lost keys.

7.   Lost Keys/Access Cards:

a.   Individuals possessing keys/cards to campus facilities are responsible for such items.

b.   **Staff** – All lost keys/cards must be reported immediately to the RMU Police Department. RMU Police will coordinate with the Manager, Physical and Technical Security for the replacement of such items and lock changes as determined necessary. No keys will be replaced without a Police report.

c.   **Resident Students** – All lost keys/cards must be reported immediately to the Residence Life Office.

d.   The University reserves the right to charge individuals for the cost of key/card replacement and/or re-keying of locks due to a loss of keys. When student keys are lost, the lock will be changed and new keys will be issued to all residents of that room.

e.   If an RMU ID Card is lost, the RMU ID Card Office will issue a new RMU ID Card with a new number. A request for deactivation of access rights under the old number and a re-granting of access rights on the new RMU ID Card number must be made in accordance with the criteria set forth for access in section III.5 of this policy. Resident students will need to present their RMU ID Card in the Residence Life Office immediately in order to have residential access restored.

8. Access Card – Auditing:

   a. The Manager, Physical and Technical Security will provide the IDenticard access group report semi-annually for department review. The department head will annotate the report with additions, changes and deletions and return it to the Manager, Physical and Technical Security to update the system. These changes will be kept on file until the next review.

   b. A transaction report will be sent out to all departments that have IDenticard access control for review as follows:

      • Information Technology – (Lafayette Data Center) – quarterly.

      • Nuclear Medicine Lab – (Scaife Hall 012) – quarterly.

      • All other Faculty, staff or administrative areas – semi-annually.

      • Residence Life – upon request.

      • Transaction Reports will be kept on file until the next review is completed.

   c. Full time Faculty and staff members that are no longer employed by the University will be deleted from the system when the e-mail notification sent from Human Resources is received. The Department head is responsible for notifying the Manager, Physical and Technical Security of graduate assistants\employees that do not receive an exit interview through Human Resources.

9. Contractor Access:

   a. Personnel are contracted by the university to complete various services and require access to campus facilities. Such personnel must sign-in at the Facilities Management Operations Center to obtain necessary keys and/or escort services. Entry to resident halls will be in accordance with the Residence Life – Entry Policy for Residence Halls.

   b. Records of keys/card will include the name of authorized individual, name of firm and specific return date. All costs of key recovery or re-keying related to lost or unreturned keys will be the responsibility of the firm to which the keys were issued, and final payment will not be made until keys are cleared.

10. Building Security:

   a. The individual to whom keys or access cards are issued is personally responsible for the use of these items until they are returned and signed over to Human Resources, RMU Police, Residence Life or the Manager, Physical and Technical Security. Individuals must personally sign for their keys/cards and shall not transfer or loan their keys to another individual.

b. Key holders shall not "prop" doors or leave them unlocked during hours when the facility is normally closed. Key holders shall not unlock buildings or rooms for others unless the individuals have a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building.

11. <u>Inventory</u>: RMU Police and Facilities Management have the right to conduct an inventory of keys/cards that are assigned to university faculty, staff and students. A list will be provided to the department head who will validate/update the inventory and return as requested.

IV. AUTHORITY/RESPONSIBILITY:

1. It is the responsibility of the Manager, Physical and Technical Security or designee to fabricate and issue keys to faculty, staff and students whom work or attend Robert Morris University. Residence Life is responsible for issuance of keys and maintaining records related to resident students.

2. Department Heads are responsible for obtaining required signatures, providing authorizations and reviewing audit reports as requested.

3. All persons issued University keys shall at all times be held responsible and accountable for said keys. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria chart in Section V.

V.   Key/Access Card Eligibility Criteria:

TYPE OF KEY/CARD	ELIGIBILITY	RESPONSIBILITY TO AUTHORIZE	REQUIRED AUTHORIZATON
Grand Master Set (Access to all campus facilities)	Manager, Physical and Technical Security University Police Personnel	President or Vice President of Facilities or RMU Chief of Police	Vice President of Facilities and RMU Chief of Police
Full Master Set (Access to all locks within a building or group of buildings)	Directors of Facilities Depts. Director of Residence Life (for Residence Halls) University Maintenance University ESTs	Chief Facilities Officer or RMU Chief of Police or Appropriate administrators	Vice President of Facilities and RMU Chief of Police
Master Building Set (Access to one specific building)	Deans Building Managers	Director and above with administrative approvals	Vice President of Facilities (for Building Managers)
Sub-Master Set (Access to a group of locks within a building)	Department Directors Employees as needed to perform their duties	Director and above with administrative approvals	
Building Entrances	Department Directors and above Employees as needed to perform their duties	Vice President of Facilities RMU Chief of Police Director and above with administrative approvals	
Single Lock Doors	Employees as needed to perform their duties	Director and above with administrative approvals	Department Head and one authorized approval from above

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