MISSOURI
SOUTHERN
STATE UNIVERSITY®

OFFICE OF
HUMAN RESOURCES

| LAST REVISED: **JULY 2020** |
| OWNER: **HUMAN RESOURCES** |

ACCESS CONTROL POLICY

1.0 PURPOSE

The purpose of the Access Control Policy is to balance strong physical security and reasonable, monitored building access for the benefit and safety of the campus community.

The Access Control Policy will serve to define the role of access control on Missouri Southern State University (MSSU) campus. This policy will define procedures to authorize access to campus buildings and property, and will maintain the future security of these areas by revoking access when appropriate. This document will define access balanced against demonstrated need to ensure faculty and staff have appropriate access to work areas, and service personnel have access to facilities.

Finally, this policy will underscore the responsibilities that possessing access to University property entails. Clear guidelines and remedies for non-compliance and misuse will be provided, as well as key loss from theft, misplacement or destruction.

This policy will be reviewed by the committee the spring semester of each year.

Control Advisory Committee
The duties of the Committee are to review and advice policies and procedures and make recommendations to the administration. Membership is comprised of those divisions requiring special access and responsible for the security and safety of the campus facilities.   Members include Dean, School of Arts and Science; Dean, School of Health Sciences; Director of Physical Plant; Chief of Campus Police; Campus Card Service Manager; Director of Residence Life and Chief Information Officer.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

Access Approval – Requests for access are approved as outlined below. A Dean, Vice-President or Director must approve the request for their area of oversight and sign for access.

- Grand Master - President and Vice-Presidents approve request and sign for access for their areas.
- Building Master - Deans, Vice-Presidents, and Non-Academic Directors approve request and sign for access for the building.

- Department Master - Deans, Vice-Presidents, and Non-Academic Directors approve request and sign for access for the building.
- Individual Access - Dean or Director of non-academic units approve request and sign for access for units.
- Utility Master - Director of Physical Plant, Chief Information Officer approve requests and sign for access for utility master.

__NO INDIVIDUAL, OTHER THAN THE PRESIDENT, MAY SIGN HIS/HER OWN ACCESS REQUEST.__

Guidelines for Awarding Access

- Administrators and Professional Staff - May be given access approval for a grand master by the President or Vice President; approval for a building master and/or department master may be given by their immediate supervisor.
- Department Heads - Department Master and/or individual access approved by their immediate supervisor.
  Departmental Full-time Faculty and Staff - Department Master and/or individual access approved by their immediate supervisor.
- Department Secretary/Staff - Department Master and/or individual access approved by their immediate supervisor.
- Adjunct Faculty/Seasonal Staff /Continuing Education Instructors- A key, either mechanical or electrical, will not be issued to this group. Exceptions to this can be approved by the Access Control Committee.
- Student Access - Request by Department Head or Director of Non-Academic unit with final approval by a Dean or a Vice-President.

    a) Student Employees - Any department that utilizes student employment is responsible for developing a clear policy that responsibly delegates reasonable and appropriate access. Department heads, Directors and/or Deans must approve every key issuance. When possible, access should not be issued to individual students. If a student cannot perform his/her duties without access, only specific access (e.g., only rooms within the department, not entire floors or buildings) should be granted. Ideally, keys should be checked out only when needed and card-controlled access should be during a timed interval, i.e., the student's work schedule. All student employees share an equal responsibility for securing doors and university property. Students are never to allow any person to use their keys or permit access to secured areas. Students will not make copies of any key. Students should not "prop open" doors or otherwise disable the secure closure and locking of any door. All access granted to students is to be surrendered upon separation of employment. Any student found violating these rules will be subject to the university disciplinary procedures listed in the *Student Handbook*.

    b) Student Lab/Studio Use - Students will not be issued passes or access to departmental labs or facilities after normal operating hours unless formally approved by Dean and Department Head of a specific area. These students must abide by the written department policy on facility use, and successfully complete an orientation. Extended access permits exclude high risk areas with equipment deemed hazardous. Those who do not abide by the policy as spelled out in item **XIII Compliance** in the Access Control Policy will be subject to disciplinary action.

c) Student Residents - Residence hall students will be issued keys to access room and mailbox assigned by Residence Life. Students are responsible for securing their assigned room and contents inside their room. Loaning keys, making copies and propping outside doors are forbidden. All assigned keys will be turned into residence hall staff when checking out of the residence halls. Failure to return keys will result in a monetary charge.

- Temporary Access - Temporary master keys, grand master, building master or maintenance master keys are issued by the University Physical Plant during the week and the University Police Department (UPD) on weekends to contractors working on campus on a specific project(s). Advanced notification must be submitted to the Physical Plant office by an online form to validate those entities needing access to campus facilities. Key(s) and cards must be picked up and returned every day in the University Physical Plant or UPD office.

- If a department sponsors an event at a time other than regular operating hours, a staff or full-time faculty member must be present for the entire event.

Access Control Request - Employees needing access to buildings/offices must pick up a K*ey Card (Yellow card)* from the Physical Plant office. The employee's supervisor(s) signature is required to authorize access. The appropriate key(s) will be issued by Physical Plant and card access by the Campus Card Service Center.

Obtaining Access via Mechanical (Key) or Card System
Access Control Request - Employees needing access to buildings/offices must pick up a *Key Card from* the Physical Plant office. The employee's supervisor's signature is required to authorize access. Once approval is obtained, key(s) are issued in the Physical Plant office during regular business hours. Access cards are issued at the Campus Card Service Center. Proper identification will be required to pick up key(s)/card. Access key(s) or card cannot be obtained through the mail.

Access Control Records/Inventory

A. Mechanical keys

The Carpenter Supervisor maintains electronic access control records. The electronic system maintains records of specific lock cores assigned to each door along with a complete list of the keys issued to every employee.

When an individual needs to be assigned a key to a specific area, a *Key Card* will be completed listing the individual's name, SID number and the area(s) in which he/she will need access. The key card must be signed by the Department Head with either the Dean's, a Senior Administrator's or the Director of the Physical Plant's approval.   The Carpenter Supervisor will deliver the approved key(s) to the Physical Plant office attached to the *Key Card*. Employees must pick up key(s) at the Physical Plant office. Individuals will be required to sign the *Key Card* validating receipt of the key(s). The signed key card will be maintained by the Carpenter Supervisor.

UNDER NO CIRCUMSTANCES ARE KEYS TO BE TRANSFERRED FROM ONE INDIVIDUAL TO ANOTHER WITHOUT GOING THROUGH THE ABOVE-LISTED PROCESS.

All keys, upon a key holder's termination or resignation, are to be returned to the Physical Plant office, who will note that the keys have been removed from the individual's access record.

B. Card Access

Access control records are maintained electronically by the Campus Card Service Center.   The electronic system maintains records of specific locations and times assigned to each access card along with a complete list of every employee and the card locations for which they are approved.   The system also maintains a record of the dates and times cardholders used the cards.

Changing or Replacing Locks

Mechanical locks requiring repair or replacement will need to have a work order submitted to the Physical Plant by the supervising department. The Carpenter Supervisor will be responsible for completing the lock change request.

Replacement of Keys (Broken, Worn Out or Lost Keys) or Access Cards

A. Broken/Worn Out Key(s) or Access Cards

1. Mechanical Key(s) - replacement of broken or worn out mechanical keys will be handled by the Carpenter Supervisor through the normal work order system.

2. Access Card - replacement for the access control system will be handled by the Campus Card Service Center on the 1st floor of Billingsly Student Center (BSC). Cards needing replacement due to physical damage will incur a fee. Cards found to be defective will be replaced at no cost.

B. Lost

1. Replacement of lost mechanical keys will be handled by the Carpenter Supervisor. Lost keys will be replaced, if approved by the key holder's supervisor. A new *Key Card will* need to be completed to replace the lost key.

2. Replacement of key cards for the access control system will be handled by the Campus Card Service Center on the 1st floor of BSC. A fee will be charged to any individual who requires a replacement for a lost card.

C. Fee to Replace Key or Access Card

A Key or Access Card replacement fee will be assessed for all replaced keys or cards (See the Lion Card Office for a list of current fees.)

The individual to whom the replaced key or access card is issued is responsible for payment of the replacement fee.

If an individual's keys or access cards have been stolen, the individual may appeal the cost of the lost or stolen key or access card by presenting a police report to the Access Control Committee. If it is determined that negligence on the part of the individual <u>did not</u> contribute to the key or Access Card being stolen, the fee will be waived.

If a Dean, Vice President, Director, or Department Head believes that extenuating circumstances justify not charging a replacement fee for a lost key or access card, an appeal can be presented in writing to the Access Technical Committee to determine whether a replacement fee is required.

If keys have been lost or stolen, it is critical that those doors affected by the loss of the keys be rekeyed. To rekey a room, the department which was issued the key needs to send a completed work order to the Director of Physical Plant.

Returning Keys/Card -Termination of Employment

A. Voluntary

Employees leaving MSSU due to retirement or other voluntary reasons are required to relinquish all university keys, identification cards, etc. to the Physical Plant office. An *Employee Clearance Notice* will be completed and forwarded to Human Resources. The building access authorization for the employee will be changed in the Campus Card System immediately.

B. Involuntary

Terminated employees will submit all key(s), access cards and identification to their supervisor or a member of the Physical Plant or UPD. The building access authorization for the employee will be changed in the Campus Card System.

Access Appeal Process

Individuals denied access by the Access Control Policy may appeal in writing to the Access Control Advisory Committee if the request is believed to be unjustly denied. The Access Control Advisory Committee will then determine if circumstances warrant the issuance of access to the appealing party. Final authority regarding appeals resides with the Vice President(s) and/or President of the university.

Compliance

Individuals found to be in violation of the Access Control Policy will be subject to disciplinary measures by the university (such measures could include, but are not limited to, suspension, expulsion, immediate lifetime loss of access privilege and/or employment termination).

Examples of access violations include loaning or transferring keys/cards without authorization, unauthorized duplication of keys/cards, propping of doors, and admitting unauthorized persons into a building.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS

Access Definitions

- Access Control - Control of entry/exit to an area by any means (mechanical or electrical).
- Access Control Key - Any device used to gain entry/exit to a controlled system (normally a mechanical key or a card key).

- Campus Card System - A single card used for ID, meal plans, purchasing, admission to campus activities, vending and access control
- Key – Any mechanical or electrical device used to operate a mechanically controlled mechanism for entry/exit to a controlled area.
- Grand Master - A key, either mechanical or electrical, that allows unlimited access to all buildings and areas on campus. These keys are restricted to senior level administrators, public safety officers and maintenance staff that may require access into any areas of campus 24 hours a day, 7 days per week.
- Building Master Access - A key, either mechanical or electrical, that allows the carrier unlimited access to all areas within a specific building. These keys are restricted to persons with administrative responsibility for an entire building.
- Department Master Access - A key, either mechanical or electrical, which allows the carrier access to all areas within a specific department.
- Outside Door Access - A key, either mechanical or electrical, which allows the carrier to open or secure outside doors to a building.
- Individual Access - A key, either mechanical or electrical, which allows the carrier access to the building, an individual office or work area.
- Custodial / Communication / Electrical / Security / IT Access - A key, mechanical or electrical, which allows the carrier access to service closets and mechanical rooms restricted from general access.
- Student Access - A key, either mechanical or electrical, which allows a student access to a specific room, work area or residence hall.
- Temporary Access - A key, either mechanical or electrical, which allows the carrier temporary access to a specific room or set of rooms for a limited time.