

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:007	Supersedes Policy Number: 4:007
Date: January 24, 2007	Dated: January 22, 2002
Subject: Access to and Security of Facilities	Mandatory Review Date: January 24, 2012
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved: <p style="text-align: center;">President: Signature on File</p>	

Building Access

The purpose of this policy is to provide pertinent information, outline procedures, and assign responsibilities to insure necessary safety and security of facilities on the APSU Campus.

Implementing safety and security measures may adversely impact the convenience of use of facilities; conversely absolute freedom to use facilities without restrictions means no security at all. The intent of this policy is to achieve a compromise that will provide an acceptable level of security with reasonable, safe access to facilities for students, faculty, and staff.

Success in achieving the intent requires the cooperative efforts of all persons using campus facilities. Persons who violate security procedures may be financially liable for property losses incurred or subject to other disciplinary actions.

Procedures

Effective control and security of University buildings, and keys to those buildings, are a necessary requirement for the safety and security of University personnel, equipment, and property.

1. **Building Operating Hours**
 - A. Normal operating hours will be established for each building by the responsible Senior Administrator and approved by the President.
 - B. Exterior doors will be locked and the building secure at all times other than normal operating hours with the following exceptions:

- 1) When faculty/staff members are in the building for special activities/events and will be responsible for the security of the facility during this event.
- 2) When a student building monitor assigned that responsibility is in the building to perform those functions in 1 above.

2. Opening Buildings

A. Normal Operating Hours (Monday thru Friday):

- 1) Outside doors on buildings with daytime custodians will be opened by those custodians prior to the first scheduled use.
- 2) Outside doors on buildings without daytime custodians will be opened by Public Safety prior to the first scheduled use.

B. Other than Normal Operating Hours (IN ALL CASES, PUBLIC SAFETY MUST BE NOTIFIED):

- 1) The preferred method is for the faculty/staff member responsible for the event/function to open the building in one of the following ways:
 - a) With his/her own permanently issued key or,
 - b) With a key provided temporarily by the Department Chairman/Director or Security Coordinator for that building or,
 - c) With a key issued by Physical Plant on a temporary basis, for that specific event after receiving a work order approved and signed by the appropriate Department Chairman/Director and Security Coordinator for that building.
 - d) If the event/meeting is listed on the University calendar, Public Safety will open an outside door and meeting room door for the authorized user.
- 2) In an emergency, Public Safety will open a building after receiving approval from a Department Chairman/Director, Security Coordinator, or Senior Administrator responsible for that building.
- 3) In all cases, it is the responsibility of the person or department arranging for the building(s) to be opened to provide monitors to

ensure that the buildings are controlled and secure during the event, to clear the building, lock all doors (if they have keys), and notify Public Safety after the event is concluded

3. Opening/Closing Rooms within a Building
 - A. As a general rule, Public Safety will not open rooms within a building since any room may house sensitive equipment/property for which the department or an individual is responsible. Only in an emergency and with appropriate approval will open a room either during or after normal building operating hours.
 - B. During normal operating hours, each department will establish procedures for opening and closing rooms.
 - C. During other than normal operating hours, rooms may be opened following the same procedures as for buildings.
4. Closing Buildings
 - A. Buildings with evening custodians will be secured by the custodian at the building closing time.
 - B. All buildings not falling under paragraph A. above will be secured by the person responsible for control of the building during evening hours

Key Control

1. Keys will be issued by the Physical Plant based upon receipt of a properly completed Key Request Form (Attachment B). These forms are available online.
2. Authority to hold a Grand Master key to all locks of the system will be limited to the Physical Plant Director, the Chief of Campus Police and the President or their designees for use in carrying out their specialized official duties.
3. The changing of key assignments from one employee to another will be accomplished in the following manner:
 - (1) The key is returned to the Physical Plant where the signature of accountability is canceled and a receipt issued upon request..
 - (2) Keys must be returned in order for the Exit Clearance form to be completed on the individual terminating.
4. Students will obtain residence hall keys directly from Office of Housing, residence life and dining services (these keys are issued by Physical Plant and

should be returned to Physical Plant) and will return these keys to that office when clearing out of the residence hall. Students are not issued keys to other campus facilities except as a temporary requirement when needed as a part-time employee.

5. Prior to termination and receipt of their final paycheck, all faculty, staff exempt and staff non-exempt employees will return all building and office keys for which they are responsible to the Physical Plant. Departments will initiate an Exit Clearance Form which will be signed by Physical Plant personnel indicating all keys have been accounted for. A charge of ten dollars (\$10.00) will be levied for replacement of lost keys and for each key that is not returned or for which proper accounting has not been made.
6. The loss (or discovery) of a campus key will be reported immediately by telephone to Public Safety (7786). The following additional procedures apply:
 - a. Within five (5) work days of the telephone report, the key assignee will render a written report to his/her department head and to the Chief of Campus Police, outlining circumstances of loss and affirming that if the key is recovered, it will be returned.
 - b. A replacement key will not be issued until the required written report cited above is received and approval is granted to issue a duplicate key.
 - c. It is the department's responsibility to keep records of keys issued to their employees and to see that employees follow proper procedures in returning keys to Physical Plant upon termination or transfer.
7. Lock change requests will be directed to Physical Plant, outlining the building, space and doors where changes are desired, reasons for change and fund account(s) to which costs are to be charged.
8. When a higher degree of security for funds, drugs, chemicals, records, etc., is needed, Campus Police will be notified and assistance will be provided in determining the level of security needed. Proper forms authorizing entry to these areas must be completed (Attachment D), and it is imperative that the number of keys issued be restricted to the absolute minimum essential to the operation.

Approving Officials

The following officials are authorized to approve the issuance of keys as indicated:

1. Grand Master - President or Vice President for Finance and Administration
2. Building Master - Vice Presidents

3. Departmental Master - Dean or Department Head
4. Individual Interior Doors - Dean or Department Head
5. Building Entrance - Dean or Department Head

Building master keys and entrance keys should be issued to full time personnel only. Requests to have locks removed from the University master key system must be approved by the appropriate Vice President and the Vice President for Finance and Administration.

Responsibilities of Approving Officials

Approving officials are responsible for the following:

1. Designate those individuals whose duties require keys.
2. Report in writing to Public Safety and the Director of Physical Plant all incidents of lost keys. Each report should contain the following information:
 - a. Name of individual to whom the key was issued.
 - b. Room, building or area to which the key provided access.
 - c. Date loss discovered and circumstances concerning the loss.

Responsibilities of Individuals to Whom Keys are Issued

The following regulations apply to all individuals to whom University keys are issued:

1. Faculty, staff and other personnel may be authorized to maintain University keys in their possession at all times.
2. Personnel to whom keys are issued are responsible for their physical security. The loss of a University key must be reported immediately to the proper approving official.
3. The duplication of any University key by anyone other than Physical Plant is prohibited.

Responsibilities of the Public Safety Department

Individuals who do not possess University keys and need to enter a University building may request assistance from Public Safety. Upon receipt of such requests, Public Safety personnel will make positive identification of the individual and if appropriate secure permission from a proper University official before providing admission to the building or rooms.

Officials who wish to allow personnel to enter a University building under their authority for an extended period of time without issuing them a key may notify the Public Safety Department in writing of the person's name and the circumstances of the needed access.

Responsibilities of the Physical Plant Department

The Physical Plant is responsible for the production duplication and replacement of keys. The duplication of University keys by any other person or department is prohibited. The Physical Plant key shop will duplicate University keys only upon a properly prepared work order signed by the appropriate approving official. In addition the Physical Plant Department will maintain a current listing of all keys issued.

Physical Plant personnel will only give access to a building or room to an individual if they personally recognize the individual and know he/she normally works in that area or upon authorization of the department head.

Contractors

When access to University facilities is required in connection with a contracted project, the Director of Physical Plant will coordinate the contractor's requirements. After proper coordination, and prior to the issuance of keys the Director of Physical Plant will ensure that the contractor is familiar with their responsibilities. Upon completion of their need for University keys, the Director of Physical Plant will insure that keys are returned at the appropriate time.

Card Reader System

A card reader access entry system has been installed on all campus academic buildings. Access to outside doors will follow the same procedures as outlined for key issuance.

NOTE: All individuals associated Austin Peay State University, are required to wear an APSU ID card in a visible fashion and must present it upon request of APSU police officers, faculty or staff.

1. This document outlines policies and procedures governing ID cards and the Door Reader System as well as APSU building keys and the Key Control Program. Sample forms for use in implementing these policies and procedures are attached.
2. The Director of University Facilities will have the principal responsibility for administering the Identification Card/Card Reader System and the Director of the Physical Plant will have the principal responsibility of the Key Control Program for the Austin Peay State University campus.
3. The Identification Card and keys issued to faculty and staff are for their official use on the Austin Peay campus. The Identification Card and all building keys remain the property of the University and must be returned to Physical Plant upon

termination or transfer, etc. Failure to return the ID and keys will subject the individual to penalties and restrictions outlined elsewhere in this document.

4. Students may retain their ID cards. Any University issued keys must be returned to the Physical Plant.
5. Individuals having approval authority for issuance of card reader ID cards and keys will insure that proper controls and safeguards are maintained to protect the integrity of the Door Reader system and security of Austin Peay State University facilities and activities. They will likewise insure that card reader access authorization and key authorizations are limited to those individuals within their activity who have an official need.

Identification Card

1. All APSU faculty, students, and staff will be issued an identification card by ID Card Office based upon an appropriately completed and authenticated application. Temporary employees, special students and guests with extended visits will be issued a temporary ID card with the expiration date to coincide with period of employment or stay on campus. Only one ID card will be issued to an individual.
2. Identification Card/Card Reader Applications will be initiated and processed as outlined below: (Access to sensitive or secure areas, may subject applicant to a background check)
 - a. Human Resources will complete door access applications for newly appointed faculty and newly hired regular staff employees. The completed application is forwarded to the Govs Card Office in the University Center.

APSU volunteer staff will be issued a Govs card upon presentation of a signed/approved volunteer application. This card is for identification purposes only.

For other personnel not processed through Human Resources, the department will provide the Govs Card Office a copy of the appointment letter or written verification of appointment.

For visitors who will be on campus several days and who will not be accompanied by University personnel (auditors, site visitors, etc), the host department will provide to the Govs Card Office in writing details of the visit and will schedule issuance of ID's.

- b. Card reader access will be issued to those individuals who require access to card reader equipped buildings and areas after normal operating hours while buildings are secured. The card reader access request is a part of the application form referred to in 2.a, above.

- c. Individuals issued an ID card will sign an Identification Card Acknowledgement (see back page of Attachment A) verifying
 - (1) acceptance of the obligations associated with acceptance of the card, and
 - (2) receipt of the ID card.
- 3. Lost ID cards must be reported to the individual's unit head and ID office so that appropriate notices can be posted and cards deprogrammed from the card reader system. Oral reports of lost ID's will be followed up with a written report within five (5) duty days of the loss outlining circumstances of loss and recovery efforts. Lost ID's will be replaced at a cost of \$20.00 each.
- 4. After an initial ID card has been provided, a replacement ID card may be obtained at no cost to the holder if there is a change in name, department or title or if the card has become worn or broken through no fault of the holder.