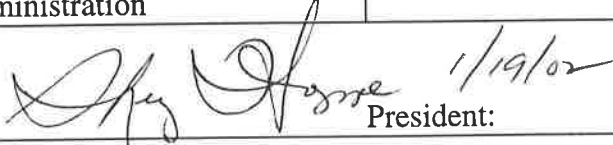


**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:007	Supersedes Policy Number: 4:007
Date:	Dated: November 26, 1990
Subject: Security of Facilities	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:  1/19/02 President:	

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. There SHOULD be someone in the building who is responsible for control of the building during all normal operating hours.
  - B. Hours of operation will be posted at the front and rear entrances or the two most used entrances.

C. 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, securing the facility after the event and reporting such to the Public Safety Dispatcher.
- 2) When a student building monitor assigned that responsibility is in the building to perform those functions in 1 above.
- 3) SPECIAL USE AREAS APPROVED BY THE PRESIDENT FOR WHICH OTHER SECURITY MEASURES ARE IN EFFECT, I.E., MUSIC PRACTICE ROOMS, SORORITY SUITES, AND STUDENT PUBLICATIONS. BUILDING COORDINATORS SHOULD PETITION THE PRESIDENT FOR APPROVAL AND FORWARD APPROVAL TO PHYSICAL PLANT/PUBLIC SAFETY.

2. Opening Buildings

A. Normal Operating Hours (Monday thru Friday):

- 1) Buildings with daytime custodians will be opened by those custodians at 7:30 a.m. OR 15 MINUTES BEFORE SCHEDULED USE, WHICHEVER IS EARLIER, Monday thru Friday (unless an exception is approved).
- 2) Buildings without daytime custodians will be opened by Public Safety between 7:00 and 7:45 a.m. OR 15 MINUTES BEFORE SCHEDULED USE, WHICHEVER IS EARLIER, Monday thru Friday (unless an exception is approved).

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.
- 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. IF NONE OF THESE PERSONS ARE AVAILABLE, THE OFFICER WILL OPEN THE BUILDING IF IN HIS/HER JUDGEMENT THE REQUEST APPEARS LEGITIMATE.
- 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, and report the building secure to Public Safety after the event is concluded.
3. Opening/Closing Rooms Within a Building
- A. As a general rule, Physical Plant (including 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 Physical Plant 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 (see paragraph 2.B. above).
4. Closing Buildings
- A. Buildings with evening custodians will be secured by the custodian at the building closing time (provided that normal closing time is 11:00 p.m. or earlier--9:00 p.m. or earlier on Friday).

- B. All buildings not falling under paragraph A. above will be secured of operation by the person responsible for control of the building during evening hours

5. Checking and Monitoring of Buildings and Building Security

- A. Public Safety will check outside doors and ground floor windows for security after buildings are closed.
- B. Public Safety will conduct periodic security audits to determine that overall security procedures are adequate and that procedures are being followed. Reports and recommendations will be submitted. Follow-up checks will be made to assure that any APPROVED corrective actions were taken.

6. Access to Facilities by Individual Students, Faculty or Staff after Normal Operating Hours

- A. Students may not use facilities after normal operating hours, except as provided for under the provisions of paragraph 1.C. above. Graduate assistants may be authorized access by the Vice President for Academic Affairs OR HIS DESIGNEE, if necessary to meet work requirements. IF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS CHOOSES TO DELEGATE AUTHORITY, HE MUST PROVIDE THE NAMES OF PERSONS WITH THIS AUTHORITY TO PHYSICAL PLANT/PUBLIC SAFETY.
- B. Faculty/staff may enter a building at any time they need access if they have been issued a key; however, they must accept responsibility for assuring that doors remain locked and the building secure while they are there and that the doors are closed and locked upon their departure.
- C. Public Safety will admit PERSONS who don't have a building key at any time provided they are authorized under the provisions of paragraph 11 and they accept responsibility as in paragraph 6.B. above.

7. Electronic Monitoring of Buildings

The Physical Plant Computerized Energy Management System monitors the doors of some buildings during non-operating hours. All persons entering or leaving these buildings during other than normal operating hours are required to call the Public Safety Dispatcher (ext. 7786),

IMMEDIATELY UPON ENTERING THE BUILDING and/PRIOR TO leaving the building. A Public Safety Officer will respond to any door opening for which a call was not received. Violations will be recorded and forwarded to the appropriate Building Security Coordinator and Senior Administrator.

8. Issue and Control of Keys (other than Housing)

The Physical Plant Department will make, issue and establish/maintain a system for controlling all keys other than for housing.

- A. As a general rule, keys should only be issued to those employees who have an established need.
- B. Exterior door keys will be issued for only one OR TWO designated doors for each building. In unusual circumstances, such as in a building which has areas that can be secured independently from the rest of the building, AN EXCEPTION MAY BE MADE BY THE SENIOR ADMINISTRATOR RESPONSIBLE FOR THE FACILITY. THE SENIOR ADMINISTRATOR AUTHORIZING AN EXCEPTION SHOULD MONITOR ACTIVITIES TO DETERMINE THAT PROPER SECURITY EXISTS.
- C. Keys to outside doors will be issued only to those who have frequent need to enter a building after normal operating hours. Persons with only occasional need for access can be admitted by Public Safety. Keys to outside doors will not be issued to students EXCEPT UNDER PROVISIONS OF PARAGRAPH 6.A. AND FOR FACILITIES APPROVED UNDER PARAGRAPH 1.C.3. KEYS ISSUED TO STUDENTS MUST BE TURNED IN AT THE END OF EACH TERM. KEYS MAY BE REISSUED. STUDENT RECORDS WILL BE ENCUMBERED WHEN KEYS ARE NOT RECEIVED ON A TIMELY BASIS.
- D. Master keys for outside doors will not be issued except to Physical Plant personnel who will have access to them only during their work hours.
- E. Master and sub master keys for interior doors will be issued on a very limited basis. PHYSICAL PLANT PERSONNEL WILL BE ISSUED KEYS DURING DUTY HOURS TO CARRY OUT MAINTENANCE FUNCTIONS.

- 1) No more than two master keys should be issued for a departmental area (none preferred). Master keys should not normally be carried but kept in a secure place.
- 2) In most cases offices and supply areas should not be sub mastered.
- 3) Classrooms may be sub mastered.

F. How to Obtain Keys:

- 1) Submit a work order to Director of Physical Plant for each unique key desired, i.e., a work order may request two identical keys, but two different keys will require two work orders.
- 2) The work order must identify the building, the door number (door number may not be the same as the room number) and the person (name, department, status - i.e., faculty, staff, student, adjunct faculty, graduate student, temporary employee, etc.) for whom the key is made. If the requested key is a master/ sub master, that must be clearly identified and the area included under the control of that key identified.
- 3) Work orders must be signed by the Department Chairman/Director and the Building Security Coordinator. In the absence of either of these persons, the work order must be signed by the appropriate Dean or Vice President and a copy provided to the Chairman/Director or Building Security Coordinator for his information/file.
- 4) When the work order is approved and the key is ready, the department will be notified. The person identified on the work order must sign for and pick up the key at the Physical Plant Department.
- 5) Each key will have a unique identifying number.
- 6) The person signing for the key is responsible for safeguarding and controlling the use of the key. The key should never be left in a door, on a desk or any place which is not either secure or under direct control.

G. Lost or Stolen Keys:

- 1) Lost or stolen keys must be immediately reported to the Department Chairman/Director and to Public Safety. The department must initiate any actions necessary to safeguard the facility pending investigation, evaluation and re-establishing security.
- 2) An employee losing a key will be charged a REPLACEMENT fee (CURRENTLY \$38.00) to replace the compromised lock and the key. If the lost key is a master/sub master or it controls a door with multiple keys, either the employee or the department will pay an additional \$3.00 per key to be reissued and an additional \$35.00 per lock to be replaced/recorded.

H. Return of Keys:

- 1) Keys may be turned in to Physical Plant between the hours of 7:30 a.m. and 4:00 p.m. They should be turned in when they are no longer required.
- 2) Keys must be turned in when assignments or location is changed and the office, classroom, etc., is assigned to a department other than the one of your current assignment.
- 3) Keys MUST NOT be turned over to another person without going through Physical Plant. Those keys are uniquely identified to you and you will be held accountable for their loss or misuse if they are not cleared from your record.
- 4) Upon leaving the University, all keys must be returned to Physical Plant as part of the clearance procedure. Failure to follow procedures may cause a delay. The charges identified in paragraph 8.G. 2. above will be deducted from your last paycheck if keys are not returned.

9. Issue and Control of Keys for Housing

- A. Physical Plant will issue keys for all dorms, apartments and off-campus housing to the Housing Office as requested by work orders. Requests for keys must be signed by the Director of Housing and approved by his Senior Administrator.

APPROPRIATE KEYS WILL BE ISSUED TO PHYSICAL PLANT PERSONNEL DURING DUTY HOURS TO PERFORM MAINTENANCE AND EMERGENCY DUTIES.

B. Control and issue of individual keys for Housing use. The Housing Office will issue and establish/maintain a system for controlling all keys to housing facilities (except for mechanical/maintenance and custodial areas):

C. Use of master keys by residence hall staff and other designated officials. Loss of master keys MAY result in reimbursement of the cost for re-keying affected area(s) AND OTHER DISCIPLINARY ACTION INCLUDING JOB TERMINATION.

1) Residence Halls/Meacham Apartments

a) Senior Assistants are issued a master key during SA In-service in the Fall and at the start of the Spring semester. Master key is returned at Christmas break and at the close of the halls at the end of Spring semester.

b) Duty Nights: Specified master keys will be signed out to individual RA's when on duty between the hours of 3:00 p.m. to 4:30 p.m.—Monday thru Friday and returned by 9:00 a.m. the next morning. Internal control will be maintained by record keeping and inventory. The master key will be used only for lockouts, locking up and emergencies. RA(s) are expected to use their room key for regular room access. Staff members are never to give a master key to another student or to a fellow staff member. Once signed out, the staff member is fully accountable for the security of the master key.

c) Health and Safety Check: Specified master keys will be signed out by the individual RA when performing Health and Safety checks between the hours of noon - 4:00 p.m. on each Tuesday. Master keys are to be returned by 4:30 p.m. each Tuesday. Internal control will be maintained by record keeping and inventory. These master keys should only be used for the purpose of Health and Safety checks.



- d) Hall Openings/Hall Closing: Master keys are to be obtained by the Senior Assistant for use by his/her hall staff as instructed by the Area Coordinator for Residence Halls and Programs.
- e) Other designated times as instructed by the Area Coordinator for Residence Halls and Programs.

2) Emerald Hills

All staff are issued one master key when required to perform facilities management duties as instructed and required by the Area Coordinator for Family Housing and Operations.

3) Central Office

Central Office (Director, Area Coordinators, Secretary) staff, and other designated personnel are permitted use of Central Office master keys. Master key must be properly signed for when checking out and back in. Such uses for the master keys will be limited to Physical Plant staff, University officials and others requiring access to maintain the physical environment of the residence halls/apartments.

4) Programming Room

This key may be checked out by a housing staff on a 30-minute temporary basis. No individuals should be allowed access to this room other than housing staff.

D. Hall Staff Offices:

All Residence Halls and Meacham Apartments have centralized staff offices. Each staff member is issued a key at the start of Fall semester and Spring semester. The keys are returned at Christmas break and at the close of the halls in Spring semester. Loss of this key will result in a \$35.00 rekeying fee, plus \$3.00 per additional key required.

E. Individual Residence Halls Room and Apartment Keys:

- 1) Residence Halls/Meacham Apartments Individual residence hall room and apartment keys are available for temporary use by students and designated officials of the University during normal business hours of 8:00 a.m. to 4:00 p.m.,

Monday-Friday, in the Housing/Residence Life Office. Students may check out a loaner key to their room, provided they present proper photo identification that is verified against housing records and held until the student returns the loaner key. Loaner keys to student rooms may be used for no more than 30 minutes. Residence hall staff are available to assist students when locked out of their room from 7:00 p.m. to 7:00 a.m., seven days per week. Between 4:00 p.m. to 7:00 p.m., students are responsible for themselves. Public Safety may be contacted only in an emergency situation.

- 2) Emerald Hills Individual apartment keys are available for temporary use by students from the Emerald Hill Staff Office. If staff office is closed, then same applies as noted in E.1 above.

F. Lost Keys:

Students reporting lost keys will be assessed a key/lock replacement charge of \$40.00 (\$10.00 for the cutting of 3-5 keys, 2-4 resident and one loaner key, and \$30.00 to recore the lock). Inventory records will be maintained and updated on the Student Room Condition Report. All lost key reports should be referred to the Area Coordinator for Residence Halls and Programs for proper inventory control. In turn, the Area Coordinator for Residence Halls and Programs will notify the Area Coordinator for Family Housing and Operations for billing purposes.

- G. Other approved University officials may receive a room key for temporary use (i.e. to show rooms to prospective students) provided they have received authorization from a central office staff member and provided the request is in writing from the requesting department.

10. Responsibility for Planning Keying Schemes

When an area of the campus is to be re-keyed for any reason, the Department Chairmen/Directors responsible for the areas and the Physical Plant Department will jointly determine the scheme (i.e., individual, sub master, master keying) to be used for each departmental area.

11. Access Authorization

- A. Approval for an individual to have a key to a building exterior door (see paragraph 8.F) will automatically place him/her on the list of people authorized access to a building after hours.
- B. Each department must submit a list of those people who don't have an exterior door key but may need occasional access to the building (see paragraph 6). Public Safety will not admit anyone who is not on the access list. The list should be updated at least at the beginning of each school term or preferably when personnel changes are made.
- C. The Housing Office will be responsible for admitting occupants of all housing to the building or rooms when the need arises. Physical Plant, including Public Safety, will not normally open doors to housing for anyone.

12. Security Coordinators

Security Coordinators will be appointed by appropriate Senior Administrators in coordination with the Vice President for Finance and Administration. A current list of Security Coordinators will be maintained as a part of Policy 4:006.