

UW-Stout Administrative Procedure

Office: Administrative & Student Life Services
Number: 010
Subject: Access Control
Effective: July 1, 2004
Last Revision: January 27, 2011

I. Purpose

The University, in order to protect the security and safety of its students, faculty, and staff, as well as its facilities, shall observe the following procedures affecting access control.

These procedures are established to:

- define responsibilities
- ensure that people requesting access are appropriately authorized
- develop a system of accountability, and
- identify appropriate internal controls.

II. References

Wisconsin Administrative Code, Section UW 18.06 (12)

Definitions:

Access Control: Control of entry/exit to an area by any means (electrical or mechanical).

Card Access Control: Access control using electronic or electromechanical devices to replace or supplement mechanical key access (a credit card style device using the official university identification card).

Key: Any mechanical device used to operate a mechanically controlled mechanism for entry/exit to a controlled area.

III. Card Access System Responsibilities

A. Oversight Committee – Membership includes one member from each of the following areas: Physical Plant; Stout OneCard office; University Police; and Learning and Information Technology with the following responsibilities:

1. Provide input and direction for implementation and continued operation of the Campus Card access system.
2. Review the annual audit reports provided by Security and Police Services.
3. Annually review access control administrative procedures and recommend improvements.

B. University Police

1. Develop and maintain procedural guidelines.
2. Perform annual audits of building supervisor and Campus Card office records. Provide a report of those audits and recommendations to the Vice

Chancellor of Administrative and Student Life Services and the Oversight Committee.

3. Have emergency and investigative access to all areas of campus within the database.

C. Learning and Information Technology

1. Assist the Campus Card office with internal database management issues.
2. Work with the database technology personnel to perform software updates and to resolve other database issues.
3. Assist the Campus Card office data transfers from the primary ERP system.

D. Campus Card office

1. Serve as the administrator of the database with complete access to all levels of the system. Provide the centralized management of the card access database.
2. Train and update local administrators.
3. Coordinate as the primary trainer to the building supervisors and their designees.
4. Troubleshoot software problems and parameters.
5. Serve as the primary contact for physical hardware concerns and repairs for auxiliary buildings.
6. Assure request forms are up-to-date and easily available.

E. Physical Plant

1. Serve as the primary contact for physical hardware concerns and repairs for academic and GPR facilities.
2. Coordinates new card reader installation requests.

F. Building Supervisor

1. Implementation of access procedures within their respective areas.
2. Decentralized responsibility for card access for their assigned buildings.
3. Identification of at least one additional designee as a local administrator to access their portion of the database to authorize, unauthorize, and audit building access records.

G. Individual Card Holder

1. Safeguard his/her Stout OneCard.
2. Notify the Campus Card office and/or supervisor immediately in the case where the card has been lost or stolen.

H. Immediate Supervisors

1. Request card access for individual cardholders under their direction.
2. Notify the Building Supervisor, University Police, and the Campus Card office immediately when an individual cardholder under the supervisor's direction leaves before card access has expired.

IV. Mechanical Key System

A. Physical Plant

1. Responsible for creating a mechanical key system that ensures security and convenience to departments occupying buildings or facilities and for coordinating new systems.
2. Fabricating all keys. The Physical Plant receives original keys, furnished under new building or alterations contracts.
3. Conducts all maintenance and repair work, regarding mechanical locking systems.
4. Consults with the Chief of Police or designee concerning keys lost or stolen. Decisions to re-key or to duplicate keys are based on consultation between the Chief of Police, the Director of Physical Plant, and the respective department head. Assessments are based upon:
 - Personal safety concerns
 - Confidential information
 - Value of University-owned assets, i.e., property, equipment and buildingsAll re-keying will be administered through the Physical Plant. **The cost of re-keying and key cutting is borne by the affected department.**
5. Audits all key cabinets and records annually. Recalls keys not being used.
6. Issues keys as requested within the parameters of this procedure document.
7. Maintains a database of all mechanical locks, keys and key holders, and all related transactions.
4. Provides a report of audits and recommendations to the Vice Chancellor of Administrative and Student Life Services and the Oversight Committee.
5. Has emergency and investigative access to all areas of campus within the database.

B. Building Supervisor

1. Reviews and authorizes key requests for designated areas.

C. Individual Departments

1. Financially responsible for the consequences of violations of these procedures by their employees.

D. Individual Key Holders

1. Safeguard key(s).
2. Notify the Key Control Center office and supervisor immediately in the case where the key has been lost or stolen.
3. Do not duplicate or share university keys. Penalties and/or fines for violations will be enforced, per Wisconsin Administrative Code, Section UW 18.06 (12).
4. Return all keys immediately when not needed (retirement, job change/transfer, termination).

V. Eligibility

A. Card Access System

1. Eligibility for card access will be evaluated on an individual basis by the Building Supervisor. In general, card access should not be necessary for most employees as normal building hours will accommodate operational needs. When card access is authorized, the need must be documented and a reasonable scope of hours identified.
2. Students or employees requesting card access must hold an active Stout OneCard.
3. Student authorization end date should coincide with work order end date.
4. Authorization end date for student coursework requirements will coincide with the end of the semester.

B. Mechanical Key System

1. Key issuance is kept to an absolute minimum to maximize security and key control. Other means of access (card access, Security and Police Services officers, etc.) should be utilized where isolated, infrequent, or emergency access is required. Individuals will be issued keys only to those areas for which they are administratively responsible and/or regular assigned work areas. Only one key is issued to an individual for any one area and/or room.
2. No door keys will be issued when Card Access is available on an exterior or interior door. The only exception is University Police personnel and appropriate Physical Plant personnel.
3. Issuance of master keys is extremely restricted. They are not issued without the permission of the Building Supervisor, the Director of the Physical Plant, and the Chief of Police. They are issued only to those persons whose job duties require them to have immediate access to multiple areas on a regular basis such as Physical Plant personnel, and Security and Police Services personnel.
4. No submaster, master, or building exterior entrance keys will be issued to students.
5. All new employees who will be authorized to carry exterior building masters and/or special master keys, as a condition of employment, will have a criminal background check done before they are hired.

VI. Eligibility for Key Access

Type of Key/ Access Card	Level of Access	Authorized Users	Rules of Issuance
Room (<i>Change Key</i>)	Individual offices, residence hall rooms, laboratories, classrooms and suites	Room occupant(s)	Approved by Building Supervisor
Card Access	Specific door	Building occupant	Approved by Building Supervisor
Exterior Building Master (<i>Exterior Building Change Key</i>)	All exterior entrances to buildings	Limited to Facilities personnel and Security and Police Services	Approved by Physical Plant Director and Chief of Police Keys located in key lock box off hours
Partial Building Master/or Building Master (<i>Master or Sub Master</i>)	Multiple rooms within a designated area in a single building	Deans, Chairs, Directors and other unit administrators for areas under their control Student Building Managers for SLS Facilities	Approved by Building Supervisor; Chief of Police
Special Master (<i>Master Mechanical</i>)	Mechanical rooms, electrical rooms, telephone rooms, MDF rooms	Mechanics, and technicians	Approved by Physical Plant Director; Chief of Police; Chief Information Officer Keys located in key lock box off hours
Off Master (<i>High Security Key or Special Keying</i>)	Special high value areas	Room Occupant only	Approved by Physical Plant Director or Asst. Vice Chanc-SLS for SLS buildings

VII. Installation and Issuance

A. Card Access System

1. Card access may be obtained by completing a [Card Access Request Form](#).
2. Card access requests need to be made separately from mechanical key requests.
3. The individual requesting access for the student or employee completes the [Card Access Request Form](#) and forwards the form to the Building Supervisor. Upon review, the building supervisor or designee then approves the request either with or without modifications.
4. Individuals who may request access for students or employees include, but are not limited to, the following:
 - Supervisors
 - Coaches
 - Instructor
 - Department Administrator
5. All persons other than University students and employees, who request card access (contractors, etc.) must have the proper authorization and will be issued a temporary access card for the duration of their work or contract. A temporary access card can be purchased from the Stout OneCard office which will issue and activate these cards upon payment. The contractor's request will be approved based upon the office that monitor's the contract, as follows:
 - Information technology and computer-related activities will be authorized by the CIO.
 - Academic and Auxiliary building projects will be authorized by the Director of Physical Plant.
 - Access for non-university employees who have permanently leased space on-campus will be authorized by the building supervisor.
 - Emergency personnel will have 24/7 access to the areas on campus as assigned. Security and Police Services will be approved by the Director of Security and Police Services. Physical Plant will be approved by the Director of Physical Plant.
6. The Building Supervisor or designee will update the authorization in the card access system database.
7. Charges will be applied to the department for card replacement if an employee loses their card and the card is necessary to their employment for access. Students are responsible for paying their card replacement fee.
 - ID Replacement \$20.00

B. Mechanical Key System

1. Keys may be obtained by presenting a completed [Key Request Form](#) to the Key Control Center in the General Services building. The requisition must be approved by an appropriate higher level supervisor, and also by the appropriate building supervisor.

2. A record is kept by individual on the distribution, return, and disposition of all keys by the Key Control Center.
3. All keys must be personally signed for by the individual to whom the keys are issued. Photo identification may be required. For adjunct faculty and employees working nights, their supervisor may pick up the keys and key card. The key card must be signed and returned to Key Control by their supervisor within 48 hours.
4. Persons transferring to another department within the university are required to turn in keys to the Key Control Center, which have been issued to them for the department they are leaving, prior to being issued new keys.
5. Persons no longer employed by the University are required to return all university keys to the Key Control Center, and have a release signed by the Key Control Center prior to or on their last day of employment.
6. If university keys are not returned when an employee leaves the university, a report will be filed with University Police. Legal action may be taken by the University.
7. A replacement key will not be issued until a lost key report has been filed with University Police, and a copy is received by the Key Control Center.
8. Each department is responsible for all costs incurred to re-key any areas as a result of lost keys.
9. Under no circumstances can any University key be transferred, temporarily or permanently, to another individual.
10. All persons other than University students and employees, who check out keys (contractors, etc.) must have approval of the Director of Physical Plant or designee, and will be charged a deposit of \$50.00 per key. This deposit will be returned by mail, after return of the key(s) to the Key Control Center.
11. Charges will be applied to the department if keys are lost or not returned. These charges are in addition to the actual cost of the labor and materials to cut a new key or to re-key the locks.

• Change (door) key	\$ 25.00
• Submaster (area) or outside door key	\$ 100.00
• Building Master Key	\$ 500.00
• Great Grand Master (Several Buildings)	\$1,000.00

C. Key Cabinet

1. Requests for Key Cabinet keys are made on a key requisition form, stating the department and the individual who will be held accountable for the keys. Key Cabinet keys will be issued to a department, and signed for by one individual. The cost of replacement keys and any lock re-keying because of missing keys will be the department's responsibility.
2. When the department individual who signed for the cabinet keys leaves the department, an audit will be performed by Physical Plant Key Control, and a new individual needs to sign for the keys.

3. Keys from a key cabinet should be loaned out on an occasional, short-term basis (24 hours or less).
4. A record needs to be kept of all the keys loaned out identifying who checked out the key, the date it was checked out, and the date it was returned. Campus Key Control will provide a campus key check out.
5. Key Cabinet security is to be maintained as follows:

Key Type	Level of Security	Authorized User
Change key or Individual room key	Accessible office with sign-out sheet	Department personnel, Student employees
Area sub-master	Locked drawer or cabinet	Department personnel, Student employees
Sub-master	Locked drawer or cabinet	Department personnel, Student employees
Building Master	Key cabinet	Department personnel, Student Building Managers

VIII. Records

- A. Card Access System - Building Supervisors and the Campus Card office will maintain card access records.
- B. Mechanical Key System - Physical Plant will maintain the key control filing system and records regarding all key systems.

VIII. Approvals

Shirley Klebesadel, Interim
Director Physical Plant

Date

Jim Uhler, Executive Director
Health & Safety

Date

Phil Lyons, Assistant Vice Chancellor
Student Life Services

Date

Diane Moen, Vice Chancellor
Administrative & Student Life Services

Date

Appendix: Program Review Log

Review Date	Changes Made to Program	Reviewed By
1/27/11	Added University Police and the Campus Card office to the notification list in III.H. Added statement about returning unneeded keys in IV.D. Updated approvers.	Lisa Walter