CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
ADMINISTRATIVE POLICY MANUAL

Finance & Administration
Approved By: Richard R. Rush
President

Policy Number: FA.40.002
Effective Date: 9/25/07
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PURPOSE:
The policy on Campus Locks and Keys supports regulated access to provide security for University facilities, and a controlled system for keys and codes that allow access to University facilities. The policy, and associated Campus Locks and Keys Procedures establish responsibility for access authorization; inventory of locks, keys, and codes; and repair and maintenance of campus locks.

BACKGROUND:
The Campus Locks and Keys Policy will support security requirements and provide University departments with required access to buildings on campus. The policy addresses all active locking systems currently on campus, and will extend to new locking systems as appropriate. The policy and procedures establish a system that assures regulated access with regard to securing University assets, and assures a controlled system for keys and codes to provide access to University facilities.

Access to buildings is essential to the smooth operation of the University. However, this need must be balanced by an equally critical concern for the security and integrity of the facilities and their contents. It is the policy of the University to issue keys/access for its facilities based on rationale of need and not solely as a matter of convenience.

POLICY:
Accountability:
Associate Vice President for Operations Planning and Construction (OPC)

Applicability:
All persons requiring access to University buildings, including faculty, staff, students, auxiliaries, lessees, contractors, and other users.

Definition(s):
Campus locks are defined as any fitting that is used to provide access to, and security for, any university facility. This includes, but is not limited to: locksets with physical keys; padlocks; electronic access devices (with numeric keypads, swipe cards, or proximity readers), or any other devices used to provide access and security to facilities.

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Keys are physical devices used to gain access to locks and include traditional cut-metal keys, and electronic fobs or swipe cards used in electronic locks. Keys are issued to individuals and shall be returned when no longer needed.

Access codes are numeric combinations used to access locks that can be used alone or in combination with a physical device. Access codes are issued to individuals and shall be de-activated from the system when no longer needed.

Text:
OPC is the resource for installation, maintenance, and repair of campus locks; and the issuance of keys and access codes for all university facilities. OPC will coordinate with University departments for key/code requests, and with Human Resources Programs to confirm return of keys and deactivation of codes upon employee separation. On a regular basis, OPC will update remote locking devices for revised codes, user access, and time clock operations.

LOCKING DEVICES
OPC will coordinate all requests for new locking devices, based on specific information provided by the requesting department. OPC will recommend appropriate locking devices compatible with established campus systems. Security systems are not part of this policy.

INVENTORY
OPC will maintain a central inventory of campus locks, associated keys, personnel authorized for access and their issued keys and/or access code(s). Campus departments shall notify OPC of pending employee separation to de-activate access codes, and facilitate return of all keys issued to that individual.

KEY AND ACCESS CODE ISSUANCE
All locks will be keyed by OPC to provide emergency access by Public Safety, Ventura County Fire Department, OPC Emergency Access, and custodians.

All keys/access codes are issued only to individuals. Requests shall be signed and authorized by the Department Head, Dean, Chair, or Director. Requests for master keys shall be approved by the divisional vice president.

Keys/Access Codes shall be picked up by, and signed for by, the individual to whom the key/access code is assigned. Student keys/access codes must be authorized by the requesting department on a

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semester-to-semester basis. OPC is responsible for assignment, return, and deactivation of keys/access codes to contractors performing work on campus.

GENERAL INFORMATION
Loaning and lending of keys is prohibited. Access codes are the responsibility of the individual to whom issued, and shall not be shared. Lost/misplaced keys and compromised access codes shall be reported to OPC immediately. Persons in possession of unauthorized keys may be guilty of a misdemeanor as outlined in California Penal Code 469. Possession of unauthorized keys, access codes, etc., or sharing of such with unauthorized persons may constitute employee and/or student misconduct and subject the involved person to discipline.

The university department that originally approved the specific key request shall be responsible for the cost of re-issuing keys/codes and required re-keying. Lost keys often require physical re-keying of numerous affected locks. OPC will estimate these charges based on number of affected locks and keys, and will charge the department for actual time and materials required. Re-keying and re-issuing charges shall be approved before additional keys will be re-issued to an individual.

CLEARANCE CERTIFICATES
Separating faculty or staff must return all keys/access devices before clearance certificate will be signed. Departments will be held responsible for keys/access devices not returned, along with any associated costs of re-keying. Departments will be held liable for keys not returned by auxiliary staff, volunteers, and students.

ELECTRONIC ACCESS CONFIGURATION
OPC will determine the appropriate lock for each door based on number of users, type of space/facility and value of assets within.

Routine adjustment for individual offices will include change of occupant because of hiring or separation. Routine adjustment for multi-user rooms, such as classrooms, labs, and conference rooms will include revising the active access codes based on faculty staff assignments at the start of each semester, and change of access codes because of hiring or separation. Routine adjustment for time-clock operations include revising times and the start and end of each semester, holiday and academic break schedules, and for daylight savings time.

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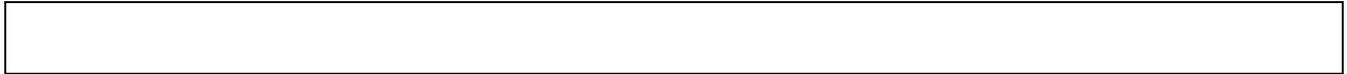
CHARGEBACK

Replacement of door locks or re-keying for other than maintenance reasons will be a chargeback to the requesting department. Electronic access programming for other than routine adjustment configuration will be a chargeback to the requesting department. All charges related to this work will be processed in conformance with the chargeback policy.