Minnesota State University, Mankato University Policy	
Policy Name: Lock, Key and Electronic Access Control	**Effective Date of Last Revision** August 1, 2015
Custodian of Policy: Vice President for Student Affairs and Enrollment Management	**Date of Last Review** September 2014
Date of Adoption July 1, 2000	**Date of Next Review** September 2021

Policy

The intent of this policy is to maintain a safe and secure campus and provide routine access for each individual to areas required for their performance of ~~his or her~~their assigned use. Access to areas beyond that necessary for programmatic reasons will require increasingly higher approvals, as the scope becomes more encompassing.

This policy shall apply to all Minnesota State University, Mankato operations and facilities. The Security Department shall administer all locking systems. Electronic access control systems are a cooperative effort involving Security, Facilities Management, MavCARD Office, and Information and Technology Services.

Locking devices throughout the campus, including but not limited to exterior and interior doors and gates, residence facilities, ~~desks, filing cabinets,~~ elevators, closets, storage areas, workshops, bench drawers, electronic locks and padlocks. (residence hall case goods excluded) are subject to this policy.

The use of private locking systems not issued and maintained by the Security Department are prohibited unless approved by the Associate Director of Security, Director of Security and the Vice President for Student Affairs and Enrollment Management.

Divisions/Departments, other university entities and outside contractors and entities are responsible for the secure on-campus storage and daily accountability for shared keys and master keys.

Procedures

1. The Security Department is responsible for the management of locking devices. Security personnel issue, install and records the return of all keys and locking devices. The Security Department administers the electronic access control system; however, any University entity with individual electronic control over door access shall maintain a set of records of their cardholder access assignments as well.

2. Facilities Management Division is responsible to notify the Security Department by no later than the construction/remodel design process of planned building construction, occupancy or area relocation involving the installation or alteration of the existing key system and/or electronic access control. Keyway, lock, and door specifications for construction projects shall be specified by the project manager to provide compatibility with standards set by the Security Department.

3. All University colleges, departments and programs shall notify the Security Department in advance of all occupancy or area relocations. If occupancy or area relocations result in the

installation or alteration of a key system, then the Security Department shall receive written authorization from the appropriate person as delineated in the summary of approvals. The summary of approvals is located at the end of this document.

4. The issuance of a university key is subject to approval limitations set forth in the appendix to this policy entitled SUMMARY OF APPROVALS; issuance is limited to one key per individual for areas to be accessed and requires:

- A key and/or electronic access control request form signed by the appropriate signatory from the summary of approvals. Key request forms are available at University Stores www.mnsu.edu/facilities/office_supplies.html An interactive online version of the form is available at mnsu.edu'security
- Students (undergraduate and graduate) are to provide a $15 deposit per key (the deposit is non-refundable if a key is lost)
- Student key recipients sign a key card at the Security Locking Systems office.
- Picture identification must be provided at the time the key is issued.

Master Keys

Defined: A key that opens several locks, each of which also has its own key.

1. Master keys shall not be removed from the University campus except by authorized security personnel on-duty.

2. University employees shall return master keys at the conclusion of their work shift to a secure location designated by their Department Head and the Associate Director of Security unless prior written approval has been granted by the responsible Department Head and the Associate Director of Security.

3. Contractors, vendors and non-MSU individuals working on Maintenance and Service Contracts typically under the direction of the Physical Plant Director shall return master keys at the end of each work day to the Security Locking Systems Office. Exceptions to this policy will be approved on a case-by-case basis by the Physical Plant Director or Director of Environmental Health and Safety with notification provided to the Security Office prior to check-out of the keys.

   Contractors, vendors and non-MSU individuals working on Major Renovation, Asbestos and Construction Contracts typically under the direction of the Planning and Construction Director shall return master keys at the end of each project to the Security Locking Systems Office. MSU project managers will withhold final contract payment until master keys are returned.

4. Divisions and departments in custody of master key ring sets shall be responsible for a weekly audit to ensure master keys are present and secure.

5. Individual issued master keys shall be audited by the appropriate supervisor weekly to ensure master keys are present and secure.

Duplicate and Additional Keys

Duplicate keys to areas including, but not limited to: desks, file cabinets, shop benches, supply cabinets and similar office or shop equipment are kept in the Security Locking Systems office and require a signed key form for issuance

Lost keys

1. The loss or suspected loss of any key and/or MavCARD with electronic access control privilege(s) shall be reported immediately to the employee's supervisor and Security Locking Systems Office. The loss shall be documented by the Security Department.

2. Non-University employees, (i.e. contract workers), shall report the loss immediately to their on-campus liaison, (i.e. project managers for construction projects, managers responsible for campus dining contracts, etc.)

3. Individuals assigned to campus housing communities shall report the loss immediately to the Department of Residential Life.

4. To replace a lost key, a key request form signed by the Department Head or higher-level supervisor/administrator is required. Replacement MavCARDs are obtained from the MavCARD Office in accordance with their policies. MavCARD Office management shall confer with the Associate Director of Security to periodically review and revise those policies as appropriate.

5. Employees who have lost or the key(s) are otherwise not available for return shall be subject to appropriate disciplinary action. Such a process will conform to the employee's collective bargaining agreement and shall be the responsibility of the employee's supervisor. Departments and/or Divisions that maintain department key-ring(s) may be responsible for re-coring and programming costs associated with any lost key or MavCARD with access privileges.

Duplication of Keys

Key recipients must sign the agreement not to duplicate, share, or transfer the key(s) issued to them, which is contained on the key card. Holders of electronic access control privileges shall agree not to share their card with others at any time.

Return of University Issued Keys

1. Individual issued University keys are responsible for the return of keys in the event of a transfer to another area, separation from the University or suspension.

2. Department Heads authorizing the issuance of keys are responsible for ensuring that an individual returns keys to Security Locking Systems Office. Those that have electronic access control privilege assignment authority shall ensure an individual's access privileges are revoked.

3. Human Resources shall include in its general departing procedures a form for employees to submit to Security Locking Systems certifying the return of University keys. The Security Department will verify that access privileges have been revoked.

4. An employee's failure to return University keys or perform the appropriate steps regarding deactivation of electronic access privileges may result in the former employee/supervisor being liable for the costs of re-coring and re-keying and/or disciplinary action in accordance with collective bargaining unit agreements. Employees who separate from the University yet maintain employment with the state shall have information regarding the unreturned key forwarded to the employee's new work site for additional action in accordance with collective bargaining unit agreements

Locksmith Service

1. Any requests for service to the hardware of a door, key stuck in a lock or an assignment of or change in a file/desk lock should be e-mailed as a work order request to the Physical Plant office. Individuals assigned to campus housing communities should request service immediately by contacting the Department of Residential Life.

2. Any requests for a core or key change should be submitted in writing or by e-mail to Security Locking Systems for service.   Individuals assigned to campus housing communities should request service immediately by contacting the Department of Residential Life.

Authorities Specific to the Electronic Access Control System(s)

The Electronic Access Control System is a cooperative effort involving Security, Facilities Management, ITS, and the MavCARD Office and clients/users of the system. Specific responsibilities include:

1. Information Technologies systems and their administration, servers and data exchange: ITS

2. Project management, vendor liaison, vendor payment authorizations, co-system administration, user groups and committees: Security

3. Maintenance and repair: Facilities Management

4. Cards and issuing cards: MavCARD Office

5. Access level assignment as delineated in the appendix: Summary of Approvals.

6. System Administrators shall be factory trained. Training will be maintained so that System Administrators are equipped with current skills and knowledge to administer the system. Professional certifications are encouraged.

7. In areas utilizing access granting software, access granting responsibilities lie with the designated access control operator and their supervisor.

8. Card access operated doors shall be equipped with an emergency override lock core. The key for overrides shall be kept in a secure location in the Security Office. Exceptions to this practice shall be approved by the Director of Security.

Residential Life Agreement

Under an agreement with the Department of Residential Life, Security Locking Systems will provide cores and keys to Residential Life for the Residence Communities. Residential Life will issue and monitor all keys to the residents and install and maintain all cores in the Residence Communities. Security Locking Systems will log all materials and labor used for Residential Life key and core service and will submit this cost each semester for inclusion in a cross charge invoice at the skilled trades' rate. Residential Life shall be responsible for the day-to-day management of electronic access control privileges. Assistance and support shall be provided by the Security Department and ITS.

Centennial Student Union

Security Locking Systems staff will log all material and labor costs for services rendered to the Centennial Student Union for re-keying/re-coring and will submit this cost each semester for inclusion in a cross charge invoice at the skilled trades rate. Centennial Student Union shall be responsible for the day-to-day management electronic access control privileges. Assistance and support shall be provided by the Security Department and ITS.

	Department Head	Dean	Vice President	Security Department
Summary of Approvals Required approvals for obtaining keys, locks and services pertaining to University locking systems. All requests shall be submitted by a key request form to the Department of Security, Locking Systems.				
Master key for period of work shift only	X			X
Permission for retention of master key for period longer than current work shift and/or 24/7/365 Master access level	X	X	X	X
Permission to remove master key from campus	X	X	X	X
Area Door Keys	X			
Transfer of area key from one employee to another				X
Use of privately owned locking devices ~~Desk, bench drawer & file cabinets~~	~~X~~			X
Any adjustment, modification or alteration of any interior or exterior locking system involving the use of dial type locks or special electrical or electronic or mechanical keyway systems. ~~Duplication of keys by outside vendor~~				X~~X~~
~~Use of privately owned locking devices~~				~~X~~
~~Any adjustment, modification or alteration of any interior or exterior locking system involving the use of dial type locks or special electrical or electronic or mechanical keyway systems.~~				~~X~~

Policy Rationale:

This policy is issued to ensure that Minnesota State University, Mankato maintains key/locking and facilitates the installation of electronic access control systems for the protection of its facilities, property and to aid in providing personal security for faculty, staff and students and other authorized persons using campus facilities.