

# Dixie State University Policy

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## 446 Physical Key and Electronic Access Control



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### I. Purpose

- 1.1 To provide policy for University physical key control, electronic building access control, and the issuing and record keeping of University physical keys and electronic building access.

### II. Scope

- 2.1 This policy applies to all facilities, students, faculty, staff, individuals, departments, and auxiliaries of the University to whom University physical key and/or electronic building access has been appropriately approved and issued.
  - 2.1.1 Student Housing will maintain separate physical key and electronic building access control procedures for University-owned or controlled housing units.

### III. Definitions

- 3.1 ***Electronic Building Access-enabled ID Card:*** An ID card allowing employees/cardholders to electronically access one or more specific buildings and/or specific areas within one or more buildings. Access is granted by a supervisor and/or next level supervisor, depending on the access type and area of request.
- 3.2 ***ID Card:*** A plastic card issued by the University containing a photo of the cardholder on the front with a microchip or magnetic strip on the back. The microchip or magnetic strip contains encoded data that is read by passing the card through and/or over an electronic device. ID Cards issued by the

University may be used for multiple purposes, including identification, electronic building access, and other University-based services.

3.3 *Physical Key*: A metal device that is used to operate a lock.

#### IV. Policy

4.1 Faculty, staff, and students are only issued a Physical Key, and/or have their ID cards enabled with electronic building access to buildings and/or building areas which are essential to performing their responsibilities.

4.2 Any cardholder who knowingly violates this policy is subject to disciplinary action by the University.

4.3 Requests for Physical Keys and Electronic Building Access-enabled ID Cards

4.3.1 A request for a Physical Key and/or a request to enable an ID Card to be an Electronic Building Access-enabled ID Card is submitted through a Physical Key Request Form and/or an Electronic Access Request Form (See Addendum 7.1 and 7.2).

4.3.2 All physical keys and enablement of ID Cards to be Electronic Building Access-enabled ID Cards are issued through the department responsible for responding to those requests. The appropriate signature(s) or electronic approval(s) must be obtained prior to fulfillment of the request(s) for issuance of a Physical Key and/or enablement of an ID card for electronic building access.

4.3.3 Use of any University-issued Physical Key or Electronic Building Access-enabled ID Card is the responsibility of the faculty, staff, or student to whom it has been issued. It is understood by the faculty, staff, or student to whom a Physical Key and/or Electronic Building Access-enabled ID Card is issued that a Physical Key and/or an Electronic Building Access-enabled ID Card may only be used by the University-issued cardholder, and that Physical Key and/or Electronic Building Access-enabled ID Card will not be made available to anyone else by the cardholder.

4.3.4 Full-time employees, students, and part-time employees may not have more than one Electronic Building Access-enabled ID Card or Physical Key issued for the same building or building area.

4.4 Prohibition of Physical Key and Electronic Building Access-enabled ID Card Transfers

- 4.4.1 For security, safety, accessibility, and accurate record keeping, the transfer of Physical Keys and/or Electronic Building Access-enabled ID Cards directly from one person to another person is prohibited.
- 4.4.2 No individual or department will reissue a Physical Key to any student, faculty, staff, or auxiliary. All Physical Keys must be returned to Facilities Management to be re-inventoried.
- 4.5 Returning of Physical Key(s) and/or Electronic Building Access-enabled ID Card: Upon termination of employment, terminating employees (including student employees) must return all Physical Keys, Electronic Building Access-enabled ID Cards, and ID cards to the University's Human Resources Office.
- 4.6 Internal Department Transfers: An employee transferring from one University department or unit to another is REQUIRED to:
  - 4.6.1 Return any previously-issued physical key(s) to Facilities Management. Once the old department's physical key(s) has been returned, the employee must submit a new Physical Key Request Form for the newly assigned department or unit.
  - 4.6.2 Complete and submit a new Electronic Access Request Form: After the request has been approved by the new department or unit, Facilities Management will activate electronic building access to the new department and remove all previous electronic access on the employee's ID Card.
- 4.7 Lost, Stolen, or Broken Physical Keys and/or Electronic Building Access-enabled ID Cards
  - 4.7.1 Each employee/cardholder must report lost, stolen, or broken Physical Keys and Electronic Building Access-enabled ID Cards to Facilities Management.
    - 4.7.1.1 Facilities Management will report lost/stolen/misplaced Physical Keys and/or Electronic Building Access-enabled ID Cards to the DSU Police Department for documenting in case the Physical Key and/or electronic Building Access-enabled ID Cards are subsequently used for criminal activity.
    - 4.7.1.2 A broken, but appropriately identifiable Physical Key, must be returned to Facilities Management before a replacement will be issued.

- 4.7.1.3 If a Physical Key is lost, stolen, or broken, a new Physical Key Request Form must be submitted to Facilities Management before a replacement may be issued.
- 4.7.1.4 Theft, or any other loss caused by failing to report lost or misplaced Physical Keys and/or Electronic Building Access-enabled ID Cards shall be the sole responsibility of the employee/cardholder.
- 4.7.1.5 If a Physical Key is lost, stolen, or not returned and a determination is made that the affected area(s) need to be re-keyed for security reasons, the employee/cardholder's department or unit will be charged all costs for the labor and material to rekey.

#### 4.8 Physical Key Duplication

- 4.8.1 Duplication of Physical Keys other than by the Facilities Management Access Controls Technician is prohibited. Any person who knowingly makes or duplicates a University Physical Key in any manner not authorized by this policy is subject to disciplinary action by the University and/or prosecution in accordance with applicable law.

#### 4.9 Physical Key and Electronic Building Access-enabled ID Cards Audits

- 4.9.1 A record of all currently issued Physical Keys and Electronic Building Access-enabled ID Cards is maintained by Facilities Management. To maintain accuracy of the records, periodic Physical Key and Electronic Building Access-enabled ID Card audits will be conducted. All employees/cardholders are required to participate in such audits.

#### 4.10 Special Access to Facilities

- 4.10.1 After-hours utilization of University facilities is restricted to faculty, staff, and students who have been issued a Physical Key and/or an Electronic Building Access-enabled ID Card.
  - 4.10.1.1 Temporary Access: If an employee requires after-hours access to a University facility for which the employee/cardholder has not been issued a Physical Key and/or an Electronic Building Access-enabled ID Card, access may be granted on a temporary basis by submitting a separate Physical Key Request Form and/or an Electronic Access Request Form and selecting "temporary access."

4.10.2 The University's Department of Public Safety personnel do not routinely provide building access. In an emergency, University police officers will be responsible for confirming the need for emergency building access, allowing the access, logging the incident, and preparing all necessary reports of the incident.

#### 4.11 Building Security and Fire Safety

4.11.1 Any lock or access control system to be installed, removed, or changed must be approved and installed, removed or changed by Facilities Management.

4.11.2 Security of University facilities and safety regulations take priority over individual desires for access or convenience.

4.11.3 An individual employee/cardholder with a Physical Key and/or an Electronic Building Access-enabled ID Card is responsible for helping maintain the security of the employee's/cardholder's department, building, office, class, lab, or shop. These areas are to be secured by the employee/cardholder before the employee/cardholder leaves each area. An employee/cardholder with a Physical Key and/or an Electronic Building Access-enabled ID Card should use all precautions to help maintain the highest level of safety and security to persons and property in the building and/or building areas for which the employee/cardholder is given access.

4.11.3.1 Faculty, staff, and students should notify Facilities Management (x7550) immediately if they find any doors or latches that are not operating or latching correctly.

4.11.4 Doors must not be wedged open with door stops, rocks, or any other foreign objects that prevent the door from securing properly (other than those that release when the door is pushed or pulled).

4.11.5 Fire-rated doors must be self-closing and may only be held open by a device that releases the door and allows the door to self-close upon activation of the fire alarm system. Wedging, jamming, blocking, or forcing open any fire-rated door assembly is prohibited.

## V. References

5.1 University Policy 423 Campus Safety and Security

## VI. Procedures

### 6.1 Physical Key Issuance

- 6.1.1 A Physical Key request must be submitted through the Physical Key Request Form located on the University's Facilities Management website. The proper authority must approve requests for individual physical key(s) to specific areas and/or buildings.
- 6.1.2 A Physical Key(s) will be issued only after the appropriate approval has been verified by Facilities Management.

### 6.2 Types of Physical Keys and Approvals Required

- 6.2.1 **Great Grand Master Physical Key:** A Physical Key that operates multiple locks for all University buildings. Only the University President may approve requests for Great Grand Master Physical Keys.
- 6.2.2 **Building Master Physical Key:** A Physical Key that operates all locks within a single building. A Dean, Executive Director, or Vice President may approve requests for Building Master Physical Keys.
- 6.2.3 **Department Master Physical Key:** A Physical Key that operates all locks within a single department. A Dean or Executive Director may approve requests for Department Master Physical Keys.
- 6.2.4 **Department Sub-Master Physical Key:** A Physical Key that allows access to limited subgroup areas within a single department or unit; a smaller subset of a Department Master Physical Key. A Dean or Executive Director may approve requests for Department Sub-Master Physical Keys.
- 6.2.5 **Individual Physical Key:** A Physical Key that operates one or two locks that are keyed alike. A Director, Chair, Executive Director, or Dean may approve requests for Individual Physical Key(s).
- 6.2.6 **Building Entrance Physical Key:** A Physical Key that allows access to a specific building through one or more exterior entrances.
  - 6.2.6.1 Building Entrance Physical Key(s) may be issued on buildings that have no exterior electronic access.
  - 6.2.6.2 Building Entrance Physical Key(s) on buildings with electronic access may only be issued to those in Public Safety, Facilities Management, and Information Technology.

### 6.3 Electronic Building Access

6.3.1 A request for electronic building access to certain areas must be submitted through the Electronic Access Request Form, which is located on the Facilities Management website. The proper authority must approve requests for electronic building access.

6.3.1.1 An Electronic Building Access-enabled ID Card is enabled only after the appropriate approval is verified by Facilities Management.

6.3.1.2 Individual student Electronic Building Access-enabled ID Cards, after the appropriate approval has been verified, will remain active for the specific semester, and/or academic year, that access is requested and approved.

### 6.4 Types of Electronic Access and Approvals Required

6.4.1 ***Campus Master Electronic Access:*** Allows access to all doors on campus with electronic access. Only the University President may approve for Campus Master Electronic Access.

6.4.2 ***Building Master Electronic Access:*** Allows access to all exterior and interior doors on a single building with electronic access. A Dean, Executive Director, or Vice President may approve requests for Building Master Electronic Access.

6.4.3 ***Individual Exterior Building Electronic Access:*** Allows access to a single exterior or interior door with electronic access. A Director, Chair, Executive Director, or Dean may approve requests for Individual Building Master Electronic Access.

6.4.4 ***Contractor Electronic Access:*** Allows temporary electronic access to a building or area for a contractor during the time allotted to complete the project. A Vice President, Assistant Vice President, Executive Director, or Director may approve temporary Contractor Electronic Access.

### 6.5 General Building Access and Special Scheduling Requests

6.5.1 University facilities will not be unlocked automatically. Exterior building doors may be unlocked by double swipe, first card, or dogging (latch bolt held retracted by use of a hex key or cylinder).

6.5.2 When scheduling a building on a weekend that requires the building to be unlocked, faculty, staff, or students may contact Facilities

Management to request temporary electronic access for their ID Card to unlock a building on the day of the event. After confirmation of the reservation, access will be applied to the faculty, staff, or student's ID Card for the specific day requested.

## VII. Addenda

- 7.1 Electronic Access Request Form: <https://campus.dixie.edu/electronic-access-request/>
- 7.2 Facilities Management Website: [campus.dixie.edu](https://campus.dixie.edu)
- 7.3 Physical Key Access Request Form: <https://campus.dixie.edu/key-request/>

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Policy Owner: Vice President of Administrative Affairs  
Policy Steward: Assistant Vice President of Facilities Management

### History:

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