Cornell College

KEY AND ELECTRONIC CARD ACCESS PROCEDURES FOR CAMPUS FACILITIES

Department:	Facilities Services
Subject:	Key and Electronic Card Access
Date Issued:	August 10, 2016
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Approved By:	President's Council

1. Policy

This policy outlines the guidelines for issuing keys and electronic card access to faculty, staff, and students. At Cornell there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. This policy seeks to address access concerns while maintaining the most appropriate level of security and safety.

2. Purpose

The purpose of this policy is to provide the highest degree of security and safety possible for our students, faculty, and staff, and to safeguard the property of the college and the personal property of those who work and study at Cornell College.

Management and tracking of all keys and electronic card access across campus is required as a security breach exists when a residence room hall key, outside door, building master or grand master key or electronic access card is lost, stolen or not returned. At that point it is mandatory to rekey the impacted doors for security and safety.

The Offices of Residence Life, Facility Services, and Campus Safety aim to provide access through mechanical (key) and electronic (card access) means to facilitate optimum use of the facilities.

3. Ownership of Materials

All locks, keys, electronic access cards, and access codes are the sole property of Cornell College. Cornell College reserves the right to change locks, keys and access levels as needed. No one may place a lock on a Cornell College facility, interior or exterior, that is not part of an approved Cornell College system without the permission of Facility Services and Campus Safety. All keys and access cards must be returned to Office of Residence Life upon termination of employment or enrollment.

4. Authorization Levels

1) Faculty & Staff: Keys are issued to faculty and staff only to the extent necessary for them to perform their jobs properly. Keys and electronic card access are issued solely for use by the faculty and staff to whom they are assigned. All key(s) must be returned to Office of Residence Life when duties no longer necessitate use of the key. Keys or electronic access cards may not be held or passed on to another employee.

2) Students: Keys and electronic card access for campus facilities may be issued to students for reasons of research, off-hour studies, student employment or other legitimate purposes. Release of these keys and electronic card access must be authorized by the responsible faculty or division head. The authorizing party accepts all responsibility for use, return, or loss of these keys and electronic access cards.

3) Department authorization – The division head (director/VP) associated with a building or area must authorize all key requests. The list of division heads and directors will be updated at the beginning of each school year. This authorization also acknowledges the fact that the department is responsible for all rekeying costs associated with a lost or non-returned key.

5. Employee policy and Guidelines

1) Access keys are assigned at an individual level and photo identification is required to obtain key(s). It is the responsibility of individuals to maintain control of their keys. Keys are not to be loaned or transferred to other individuals. A departing employee or one changing position must return their key(s) to Office of Residence Life. Anyone found in the possession of another's keys or electronic access card shall have the keys and/ electronic access card confiscated by the Office of Campus Safety.

2) Duplication of keys issued by Cornell College is strictly prohibited and is considered a violation of college policy.

3) Any faculty or staff needing to obtain keys or electronic card access for inside or outside doors of non-residential buildings must obtain authorization from the division head (director/VP). Those requesting master or submaster keys for a building must obtain authorization from the division head (director/VP) and the Director of Facility Services.

4) Normally, temporary employees will not be issued any college keys or electronic card access unless approved by the appropriate division head (director/VP).

5) A key inventory audit list will be generated by Office of Residence Life annually. This list will be physically checked against the keys in each department. If there are problems in gaining access to the keys, the appropriate director/VP will be notified.

6) Upon termination of a relationship with the College, employees must return their keys and electronic access card to the Office of Residence Life. Keys shall not be retained within the department. Lost, missing, or stolen college issued key(s) and electronic access card must be reported immediately to Office of Campus Safety, ext. 4299, and the Office of Residence life, ext. 4113. All rekeying decisions will be made by, at a minimum, the directors of Residence Life, Facilities Services, and Campus Safety, and the appropriate vice president When appropriate, 48 hours will be allowed for proof the missing key has been found.

7) Departments and divisions may only approve keys for areas under their responsibility.

8) If an individual has two or more separate incidents of lost, stolen, missing, or non-returned keys or electronic access card, the College may revoke their key and their electronic access privileges. Disciplinary actions will be considered after two incidents of lost keys or intentional misuse. Nothing in this policy will preclude any department and/or college disciplinary policies.

9) The return date will be monitored. If the key is not returned by the date, the key recall process will begin. Under the key recall process, the Office of Residence Life will notify the employee and the department that the key has not been returned by the due date. The employee and department have five days to return the key. If the key is not returned, the department will be charged for all costs associated with replacing the core(s) and key(s).

10) Key Duplication: All keys issued by Residence Life are marked appropriately. Duplicate keys which are unauthorized and are turned in or confiscated will be treated as lost keys and all re-keying charges will be assessed as described in "Charges."

6. Student Policies and Guidelines

1) Any student needing to obtain keys or electronic card access for inside doors of non-residential buildings must obtain authorization and justification from the division head (director/VP) before a key will be issued. The authorization will include the date when the key will be returned. Temporary student keys are issued for a limited time only.

2) The return date will be monitored. If the key is not returned by the date, the key recall process will begin. Under the key recall process, the Office of Residence Life will notify the student and the department that the key has not been returned by the due date. The student and department have five days to return the key. If the key is not returned, the department will be charged for all costs associated with replacing the core(s) and key(s).

3) Students will not be issued building master or submaster keys for any reason.

4) Key Duplication: All keys issued by Residence Life are marked appropriately. Duplicate keys which are unauthorized and are turned in or confiscated will be treated as lost keys and all re-keying charges will be assessed as described in "Charges."

5) If an individual has two or more separate incidents of lost, stolen, missing. or non-returned keys or electronic card access, the College may revoke their key privileges. Disciplinary actions will be considered after two incidents of lost keys or intentional misuse. Nothing in this policy will preclude any department and/or college disciplinary policies.

7. Contractor Policies and Guidelines

1) Building Keys for Contractors: Keys will be checked out only by the general contractor. The general contractor will be responsible for issuing keys to all their sub-contractors. Keys may be issued to sub-contractors with a letter of authorization from the general contractor for the project.

2) Key Replacement: The costs for replacement of lost or stolen keys are described under "Charges." Unauthorized Locks: All locks used to secure Cornell College property on the campus shall be approved by Facility Services Office. Any unauthorized lock (for which a key or combination is not on file in the lock shop) may be cut off to gain access to College property with no reimbursement to the owner. Costs to remove any unauthorized locks shall be incurred by the department using the locks. Replacement costs will vary, depending on the level of security compromised and in accordance with the "Charges" section of this policy.

3) The general contractor will be responsible for returning all keys at the end of business day, unless previous arrangements have been made with Facility Services Office. Contractors who lose assigned keys will be financially accountable for the costs of keys and any lock changes required. After hours charges will be included if necessary.

4) Key Duplication: All keys issued by Residence Life are marked appropriately. Duplicate keys which are unauthorized and are turned in or confiscated will be treated as lost keys and all re-keying charges will be assessed as described in “Charges.”

8. Authorization & Access

1) Complete the Cornell College Key Request Form and submit it to the Office of Residence Life.

2) When a key or electronic card access request affects two or more divisions, the appropriate division heads (director/VP) or appointed person in their absence of all facilities involved shall sign the key request form.

3) Authorization for key and electronic card access requests shall be provided at the lowest access level possible.

9. Charges for Lost, Stolen, or Damaged Keys

1) The standard charge to re-key a lock is $100 per lock, with one new key provided. The standard charge to replace electronic access card is $10.

2) In the instance that it is necessary to re-key a number of locks, the charge will be the total of all expenditures required to complete the re-keying which may include multiple core replacements and key replacements. The scope increases with the level of access granted by the key, and the maximum charge will be limited to $500.

3) All costs incurred such as labor and parts for re-keying shall be assumed by the individual. If unable to collect from the individual the appropriate department is responsible.

4) Damaged or worn keys will be replaced at no charge, provided the old key is returned to the Residence Life Office and shows no evidence of intentional abuse.

10. Confidentiality and Record

1) Key information will be kept on a password-protected computer program.

11. Managing Personal Liability

1) Because of this policy individuals accept a level of liability for lost or stolen keys and/or electronic access cards commensurate with their assigned duties on campus. Loss or theft of a key or electronic access card assigned to an individual could incur charges for replacement. Due to this, the following measures are available to help minimize personal liability.

    a. GPS Key Tracking – individuals can choose to add a GPS chip to their key for $17. This can be requested through the faculty and staff self-service portal.

    b. Personal Insurance Rider – The cost to insure your Cornell keys as a rider on your homeowner or rental insurance is approximately $10-$40/year. Check with your insurance agent for more information.

LIST OF DIVISION HEADS

Director of Athletics

VP for Student Affairs

VP for Academic Affairs and Dean of the College

VP for Enrollment and Dean of Admissions

VP for Alumni and College Advancement

VP for Business Affairs and Treasurer