



Policy Name: Authorized Access to Campus Facilities

Policy Number: D-2

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Campus Police

Most Recent BOT Approval Date: May 2010

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-

- Official Public Hours of Operation policy

Procedures:

Access devices such as keys or codes will be issued by the Campus Police in accordance with their established key control system.

The responsibility for proper access control rests with department/unit supervisors. Specifically, supervisors are responsible for identifying personnel who will receive an access device, and for maintaining an accurate and up-to-date record of all individuals who have been issued access devices.

Supervisors are also responsible for notifying Campus Police whenever there is a hire, promotion, transfer, or separation of an employee possessing an access device. In cases of a promotion or responsibility change, or a new employee, the supervisor must reevaluate the need for the employee to possess an access device. In cases of employee transfer or separation, the supervisor is responsible for the recovery of issued access devices from that employee and ensuring that lock combinations are changed as necessary. All recovered access devices will be returned to Campus Police prior to being reissued to another employee.

Forms/Online Processes:

None

Appendix:

None