

**MOST RECENT CHANGES**

Version 3

1. Reformat the existing practices into formalized institutional policy and procedures.
2. Make adjustments following General Counsel review.
3. Make adjustments following VP of Finance & Administration and VP of Academics review.

I. POLICY PURPOSE

The purpose of this policy is to serve as the framework by which all key/access credentials will be managed and instruments assigned.

II. POLICY STATEMENT

To ensure the security and protection of all CSN facilities, property and occupants and to ensure consistent application of the policy, the issuance, duplication, storage, control, return, replacement and overall accounting for key/access instruments is the responsibility of the Facilities Management Department. Facilities Management is the department assigned with authority to implement, execute and enforce CSN Key Access Policy.

NOTE: With increased utilization of cards in College building electronic access system(s), the terms "key" and "card" may be used interchangeably throughout this document.

This policy will:

- establish a key issuance authority;
- issue appropriate level access according to position or title;
- establish a recorded chain of accountability and access credentials for card/key holders;
- establish and implement access control process and procedures; and
- preserve the access control process through timely restoration of security whenever access control has been threatened or compromised

It is the policy of College of Southern Nevada (CSN) that issuance of instruments (keys/key cards) allowing access to buildings, offices, equipment storage, and other spaces are strictly regulated to ensure the safety and security of the campus users and preservation of CSN property and facilities. A Key Access Matrix that identifies signature authority levels based upon position title will be developed.

III. PROCEDURE**A. General**

1. All faculty and staff are responsible for maintaining building and equipment security. All keys/key cards issued are considered the property of the State of Nevada/College of Southern Nevada, and key holders are responsible for the safekeeping and usage of all access instruments assigned to them. To minimize loss or misuse of keys/key cards, key holders should leave CSN keys/key cards in a secure location during non-working periods.
2. Employees shall not loan or transfer keys/key cards to any other individual. Appropriate Facilities Management/Lock Shop personnel are assigned with the responsibility to provide and/or reassign access instruments per the Key Access Matrix.

3. Faculty and staff shall not unlock a building or room for another individual unless the individual is known by them, and it is known that they have a legitimate need to enter. Authorized key holders are not allowed to admit anyone into a building after hours, with the exception of public safety personnel if their admittance is required to respond to an emergency situation.
4. Persons entering locked buildings or spaces are responsible for re-securing all doors and shall not prop open any doors.
5. Doors to unoccupied rooms are to be locked when not in use. Doors to classrooms are not to be propped open since they frequently open to fire-rated corridors—this is a violation of the fire code.
6. Outside access doors are to be locked after normal business hours.
7. After normal business hours exterior maintenance yard gates and chains are to be locked immediately after passing through,
8. Interior exit doors that open to the outside must never be chained.
9. Any College keys found should be turned in to the CSN Police Department or Facilities Management. CSN Police Department will immediately notify Facilities Management/Lock Shop of any keys that are found.

B. Authorized Access Levels

1. For the purpose of security and control, Facilities Management, in conjunction with the Vice Presidents, will create a Key Access Matrix identifying access levels based on position title. Final approval of the key access matrix will be through the Sr. Vice President, Finance and Administration. Any key access request which does not conform to the Key Access Matrix must include a justification for the exception and the approval of the Dean/Director, division Vice President and Sr. Vice President, Finance and Administration.
2. A requirement for access alone does not convey automatic entitlement to a key. Keys will not be issued if access can be reasonably accomplished by other means (such as unlocked doors, request for entry, intercoms, timers, etc.).

C. Access Requests

1. For all CSN campuses sites and/or locations, the Lock Shop will maintain on file a Facilities Management/Lock Shop Signature Card including an original employee signature for each person having signature authority to allow the Lock Shop staff to compare the signatures of authorized representatives with those appearing on *CSN Access Request Forms*. Keys/key cards will be made only for authorized individuals as designated by the Authorized Signature on the existing card. Authorized signors will be identified on the approved Key Access Matrix.
2. All access requests must be initiated on the *CSN Access Request Form* and submitted to Facilities Management/Lock Shop well in advance of the date needed. No other forms will be accepted. It is the department/division's responsibility to provide new signature cards to Facilities Management/Lock Shop when personnel changes occur affecting those designated as authorized representatives for a departmental area.

No "bulk" quantities of keys will be issued to a single person/department without approval by Facilities Management and compliance with all appropriate procedures as discussed in the CSN Key Access procedure.

D. Key Card Access

The number of campus buildings installed with electronic key card access systems which require a key card to enter after normal business hours is increasing. For these systems, exterior doors are automatically locked at a designated time. These times are determined by the CSN Police in conjunction with the departments occupying the buildings to ensure that class schedules and other College business necessities are accommodated.

1. Entrance/Exit: Buildings utilizing the Card Access System will have designated entrances for card key access after regular business hours.
2. Full Time Faculty/Temporary Staff/Staff/Visiting Professors: All full time faculty will be issued 24/7 access to their offices at the main campuses (with the exception of college holidays) to card accessible buildings. Faculty/staff will have access to satellite campuses during regular operating hours. Faculty/staff will not be allowed access to classrooms or labs after regular business hours.
3. Part-Time Faculty: Key cards for access to interior doors only will be issued to part-time faculty by the hiring department. Each school is responsible for maintaining inventory control (subject to annual audit) for key cards assigned to part-time faculty.
4. Visitors/Contractors/Vendors: Access will be given on an individual case basis. Card access or keys will be checked out through Security.
5. Students: Keys will only be issued to students under special circumstances and will require authorization as required by the Key Access Matrix. All student access will be granted on a semester basis only. All temporary keys will be issued for a specified timeframe not to exceed three months or one semester. Temporary access will be given only during regular CSN working hours. Access after hours, on holidays or during semester breaks is not allowed
6. Restricted Rooms: Key card access to other interior rooms on campus that are departmental in nature, i.e. server rooms, telephone switch rooms, IDF rooms, mechanical rooms, etc. is restricted. Area access may be authorized based upon the key access matrix.

E. Keys

1. Identification: Facilities Management staff assigned to produce keys will mark them with the appropriate series of numbers. No other tags, marking and/or other forms of identification that refer to the College or a specific building or in any way indicate the purpose of the key are to be attached to the key.
2. Unauthorized Key Duplication/Replacement: Duplication or replacement of keys through an agency, company, or private business other than CSN Facilities Management/Lock Shop is strictly prohibited, is a breach of this key policy and Nevada State Law. When such a breach is discovered, the appropriate Vice President, Dean and the CSN Police will be notified for appropriate action.
3. Lost/Stolen Keys: All lost or stolen keys must be immediately reported to the key/key card holders' supervisor and the CSN Police when keys are first discovered to be missing. A CSN Police Incident Report must be completed regarding the loss/theft. To replace a lost or stolen key, the following documents are required:
 - a. a completed CSN Police Incident Report
 - b. An approved CSN Access Request form
4. Broken Keys: Broken or worn keys will be replaced; the authorized key holder must present the key and/or key parts to the Facilities Management Lock Shop before an access instrument will be replaced.

5. Key Return: Upon termination, employees must return all assigned key/key cards to the Human Resources Office. Failure to return key/key cards prior to termination date could result in a financial hold placed on the employee's final paycheck.

Full time employees transferring from one location to another within the College are required to return their current keys to the Lock Shop and request, via a *CSN Access Request Form*, the proper keys for their new location.

F. Installation, Repair, Re-keying and Re-pinning of Locks

1. Only the CSN Facilities Management/Lock Shop or their approved, licensed contractor may perform alterations, installations and repairs to door locks and mechanisms. All keys/key cards will be a part of the master keying system.
2. Occasionally requests are made for a room to be removed from the master keying system and placed on an individual door key. Such requests will be considered on a case-by-case basis, and must be approved per the Key Access Matrix.

G. Audits and Reports

1. Audits: All electrified access doors can be audited at the request of the department that controls the door, CSN Police, or Facilities Management Department.

The Facilities Management Department will audit key access for part-time faculty annually. Each school will be responsible for: recording which part-time faculty have been given key access and collecting part-time faculty key cards at the end of each semester.

2. Reports: The Lock Shop maintains a computerized record for all CSN key/card holders. A departmental report will be sent to each department on an annual basis for reconciliation purposes. This report identifies all the employees who have access rights issued to them. Department managers are responsible for verifying (visual inspection of keys) that the report is accurate. Discrepancies should be reported to the Lock Shop within 30 days.

If any department requires a report more often than annually, it is available upon request from the Lock Shop.

H. Future Access Control

CSN will install electrified access in all new construction, and will retrofit existing buildings on all campuses as funds become available. The new system will be controlled and maintained by Facilities Management. Security on each main campus will have the ability to view the incidents of all doors on individual campus and related offsite campuses.

I. Exceptions

Any request for exception to this policy must include a justification for the request and the approval of the Department Dean/Director, the division Vice President, and the Sr. Vice President, Finance and Administration.

IV. AUTHORITY AND CROSS REFERENCE LINKS

Nevada Revised Statute 205.080 related to the possession of; making, alteration or repair of instrument for commission of burglary and other crimes.: [NRS.205.080](#)

V. DISCLAIMER (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by:

<u>/s/ Sherri Payne</u>	<u>5/16/12</u>
Sherri Payne, Associate Vice President for Facilities Management	Date

Recommended by:

<u>/s/ Patricia Charlton</u>	<u>5/17/12</u>
Patricia Charlton, Sr. Vice President, Finance & Administration	Date

Reviewed for Legal Sufficiency:

<u>/s/ Richard Hinckley</u>	<u>5/20/12</u>
Richard Hinckley, General Counsel	Date

Approved by:

<u>/s/ Michael D. Richards</u>	<u>5/21/12</u>
Michael D. Richards, President, CSN	Date

VII. ATTACHMENTS

- A. History
- B. Glossary
- C. Forms lists

HISTORY

- Version 3:
 - April 9, 2012 Reformatted by Faculty Senate to reflect new policy format.
 - January 31, 2012 Revised by division to incorporate comments from Vice President of Finance & Administration and Vice President of Academics
- Version 2:
 - January, 19, 2011 Forward to Policy Review Committee (F. Jackson)
 - December, 2010 Reviewed by General Counsel
 - November, 2010: Revised by division for formalized presentation and approval:
 - Simplified and clarified language
 - Reorganized policy according to new format template
- Version 1:
 - 07/01/01 Approved as a departmental policy.

GLOSSARY

Access Request Form: The official CSN form used to request keys and/or access cards assigned to authorized CSN staff, faculty, etc.

Building/Area Sub-Master Keys: These keys allow access to interior doors for multiple areas within a building.

Building Master Keys #2: These keys will unlock only interior doors on a single campus; these keys are seldom issued.

Campus Master Keys #1 (GM): These keys will unlock both exterior doors to modular buildings and interior all doors on a single campus; these keys are seldom issued.

Card Keys: Plastic programmable cards that grant the holder building and/or room access via a computerized electronic access control system.

Facilities Management Department (FM): The only College department authorized and assigned to make and distribute keys, change locks, re-pin/re-key entry points and modify access control.

Individual Door Keys: These keys allow access to a single room or space.

Keyed Alike Keys: These keys allow access to multiple rooms within a single building.

Key Holder: A person to whom an authorized key has been issued.

Lock Shop: Central department within Facilities Management where all requests for key services are sent for processing.

Temporary Issue Key Card: Card keys that are assigned for a limited period of time.

FORMS

CSN Access Request (keys and EAccess) <http://www.csn.edu/uploadedFiles/AccessRequestForm.pdf>