SNU POLICY: Access and Key Control
SNU POLICY ID: General Information A-16
Policy Reviewed by: SNU Risk Management, Facilities Management, and Department of Public Safety
Approval Authority: Chief Financial Officer & Vice President for Business Affairs
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Purpose and Scope

Southern Nazarene University's access and key control policy is established for the purpose of promoting secure campus environments, mitigating risks, and for maintaining a comprehensive system to efficiently manage the granting of access and dissemination of keys to the campus community. Individuals may be authorized to have access and receive keys to reside on campus or to conduct their work while limiting some access where appropriate so as not to compromise risk and/or security. This policy describes the procedures by which control of access and/or possession of keys to university facilities will be managed, and it applies to all SNU employees, students, contractors, vendors, and any other individuals or groups deemed appropriate to have access to SNU facilities and/or grounds.

General Policy Statements

1. Access to SNU buildings, grounds, and other spaces is facilitated by the issuance of SNU personal identification (ID) cards and/or physical keys.
2. SNU ID cards and keys are valid only for the individual or department to whom they have been issued and are non-transferable to any other individual or entity without being returned to Facilities Management or the Department of Public Safety and then appropriately re-issued by Facilities Management to the other party. Departments or managers may not hold access cards or keys from departing or transferring employees to re-issue the same keys or cards to new or other employees outside of Facilities Management processes.
3. Both SNU ID cards and physical keys are considered SNU property and assets. As such, the holder is responsible and accountable for their security, care, and value in the same way they would be with any other university assets.
4. The university may require the holder to surrender ID cards or keys back to SNU at any time.
5. SNU's departments of Facility Management, Public Safety, and Risk Management are responsible for maintaining the access and key control system, and therefore, responsible for authorizing access, fabricating, disseminating, and collecting any physical keys used for SNU buildings and grounds.
6. SNU ID cards are issued through the department of Student Life upon a student's enrollment or an employee's hiring at SNU.
7. SNU Facilities Management will fabricate all keys and manage all electronic access. No other individuals or vendors are permitted to do any such work without SNU Facilities Management's approval, coordination, and management.
8. No individual will be granted access or issued keys without being a properly enrolled and active student, appropriately hired employee, and/or having a properly completed and approved request submitted through the Payroll+ form's Access tab.

9. Access will be granted, or keys issued only to individuals who have a legitimate need for access to the areas requested.
10. At no time should employees prop open or otherwise circumvent the key and access building systems to grant access to others.
11. Any damaged key, key no longer tied directly to the duties of a particular employee or residence of a student, or ID card and keys of an employee leaving employment at SNU shall be returned to SNU Public Safety or Facilities Management by that employee or to Student Life by that student. This direct handoff from individuals to one of these service departments at SNU is required to provide a chain-of-custody to protect both the individual and organization. Any employee or student found in possession of an unnecessary or unauthorized key or ID card will be subject to appropriate disciplinary action up to and/or including termination or dismissal.

Key and Access Eligibility Criteria

In general, keys are issued, or designated space access granted to employees in good standing who work or have significant duties tied to their job responsibilities in a particular building and/or area and to students who are actively enrolled at Southern Nazarene University.

Student Workers and Adjunct Faculty

Generally, students should not be issued keys or granted special access to university buildings, offices, or other specialized spaces. However, in some cases, where a student works for a department and access is required, or adjunct faculty requires access, an authorized department head may request a key be issued to that department head and held by the department for distribution to adjunct or student workers. The department head is then responsible to adequately maintain control over the distribution of department keys. Department heads are expected to comply with the key and access control policy and to ensure that keys are retrieved from personnel or students who leave the employment of Southern Nazarene University and will be required to provide an annual audit and accounting of all keys issued to and held by the department.

University Contractual Partners/Vendors

When vendors are contractually obligated to operate within designated or demised spaces on SNU premises, such vendors will be issued appropriate keys or granted appropriate access to fulfill those obligations and duties within those spaces similar to a tenant in a commercial building. Any such keys or access cards will be issued to the vendor for management of their security and control among any individual vendor employees. Any such vendors will be required to provide an annual audit and accounting of all keys and/or access cards issued to and held by their department.

Contractors or other University Partners

Contractors or other non-university individuals hired by the university to perform periodic duties on SNU premises may at times be entrusted with keys or university access cards while performing those duties. Such keys or access cards will be held and handed out from either Facilities Management or SNU's Department of Public Safety. Any such keys and cards will be kept on individually identifiable secure key rings. These keys and access cards will be checked out and returned to Facilities Management or SNU Public Safety as the work and duties continue and conclude.

Lost or Stolen Keys

Any lost or stolen keys or access cards must be reported immediately to SNU Department of Public safety/Campus Police for proper documentation and investigation. Any replacement keys or cards for those lost or stolen may be requested through the Payroll+ form's Access tab after a lost or stolen

report has been filed with SNU Public Safety, and the expense for replacement of lost or stolen keys or cards will be borne by the department authorizing the keys or access and/or the individual to whom the keys or access were issued. The Department of Public Safety, Facilities, and Risk Management will determine if re-keying or otherwise redesign of the affected access system is required based on appropriate risk and safety assessments. If re-keying, lock cylinder replacement, or other such work is determined to be necessary, the cost of replacement will be determined by Facilities Management, and such costs will be charged to the department authorizing the keys or access and/or the individual to whom the keys or access were issued.

Asset Values by Hardware Type:
Grand Master Key - $1000
Building Master Key - $500
Building Entrance Key - $250
Sub-Master Key - $175
Single Lock Key - $75
Lock Cylinder Core - $75

Hours of Access
Generally, all campus non-residential buildings are unlocked, open and accessible to campus community members and larger community guests and visitors during normal business hours (Monday – Friday 7:00 AM – 6:00 PM) and at designated time periods in evenings and on weekends depending on several factors and any activities scheduled in different locations. SNU employees may also have access to the building and spaces where they work during the evening hours (Monday – Friday 6:00 PM – 11:59 PM).

All campus non-residential facilities are locked down, and all general open access is denied at designated points during the late evening/overnight hours (12:00 AM – 6:00 AM). Any access or occupation after these lockdown points will be limited to the following SNU groups/departments.

- SNU Campus Police/Public Safety
- Facilities Management
- University Senior Leadership
- University Operations/Risk Management

No other individuals or departments will be granted after-hours access unless agreed upon and approved by University Senior Leadership. Any employees granted such after-hours access are expected to keep the building and spaces they enter or occupy secured while they are working in such time periods and to leave those spaces secured in the same manner they were when they arrived, unless otherwise directed by Facilities Management or SNU Public Safety/Campus Police.

Specialized Student Spaces for Extended Access
Certain program requirements necessitate extended access period for specific students or student groups in specialized spaces (rehearsal rooms, lab spaces, workout facilities, etc.) on SNU premises. These extended accesses are managed primarily through ID card access systems for documentation, accountability, and security purposes. The periods for access to these specialized spaces are limited to daytime and some evening hours during times when the campus is fully open and operating or when offices may be closed but the full residential student population is still on campus. In no circumstances will students be granted unsupervised access to SNU facilities in the overnight hours or when the campus is fully closed.

Ad Hoc Requests for Access

SNU's Department of Public Safety and Facilities Management will not grant an ad hoc request for access to any secure space to someone who is not assigned to work, occupy, or study in an area and without proper photo ID to verify the individual's identity as well as direct permission from the person in charge of the area where access is requested.

Requests To Change Building/Area Access Hours

Requests to change or adjust open or card access hours for buildings or spaces will be evaluated by SNU Campus Police, Facilities Management, and Risk Management and a recommendation will be communicated to the University Senior Leadership Team for consideration and decision.