

Procedure Title:

# Key and Electronic Access Control Procedures

University Classification & Procedure Number:

**TBD** 

Approval Body:

University Administration

Responsible Designate:

Vice President, Finance and Administration

Established:

2022

Revised:

Not applicable

Editorial Revisions:

Not applicable

Scheduled Review:

2027

## 1.0 Procedure Purpose

The purpose of these procedures is to establish and clearly define the principles for authorizing monitoring and controlling access to University facilities in accordance with the Key and Electronic oktobs policy.

## 2.0 Definitions

The following definitions apply to terms as they are used in this Procedure document:

- 2.01 Access refers to the permission given to enter a buildipgoex
- 2.02 Access Card referstoa cardwitha programmedchip in it that provides access to a physical space via areader.
- 2.03 Authorized card, key fob, mobile app and/or pixe.
- 2.06 Designated Authority refers to the Department Chair/Director/Head and/or a respective designate in each department or unit who has been designated to authorize access to individuals in their specifiærea(s).
- 2.07 Electronic Access Control refers to the technology used to provide and deny access to a physical space.
- 2.08 Physical Security Platform refers to the technology used to manage the access control and intrusion alarms in the University Facilities (SaltoGandtec).

v. upon commencing a leave of absence for a period of 30 days or longer. An employee on such a leave may retain their key if that employee is authorized to have access to the building and/or office during at the

#### Students:

- i. at the end of the academic session or period after which the keys will not be used for at least 30 daQR
- ii. upon the request of the departn@matir/Director/Head
- b) It is the Designated Authority sesponsibility or etrieve the Authorized User skey(s) and or access controbredential sunder the conditions described above. The Authorized User can also return their key(s) and or electronic access control credentials to the Facilities Manageria ent
- c) If a Designated Authority retrieves keys from an employee or student under the conditions described above and wishest otransfer them to a new employee, they will need to send a new key and electronic access control requisition form to the Facilities Management office requesting the key transfer. Other we all keys must be returned to the Facilities Management.
- d) The Facilities Management department will deactivate an individuals electronic access control credential from the physical securitreturill2 (he psd) an 9.2 (i)-8.9 (l)3.1 (l)-8.9Tj -0.00. (r)-6.4. (r)-6.4

- viii. Reviewingand approving which departments an have access to issuing electronic access control credentials to Authorized Users. Departments will be granted this permission based on the following nditions:
  - o The doors / spaces are under their sole progressponsibility.
  - o Mechanical / electrical / custodial / data closetscarded.

#### b) Security Services

Security uses the physical security platforms to assist the Facilities Management department to re-issue access control credentials after hours. They will ensure the following requirements are adhered to:

- i. Ensure individuals using the physical security platforms have been trained and understand the importance of grantingess.
- ii. Individuals using the electronic physical security platforms must be issued their own User ID. Sharing User ID s is **nabl**bwed.
- iii. Reviewing Authorized User profiles and make recommendations based on safety and security concerns. These recommendations can t be implemented until they have been reviewed and approved by the Facilities Manage department.
- iv. Assist with adjusting the electronic door locks schedule to accommodate the following: following:
  - o University Closures (i.e. statutomylidays).
  - o Special Events (temporarily restrictaingess).
  - o Emergencyevents.
- v. Performing audits on access as part of naestigation.

### c) Departments Issuing Access Control

In order to be granted authority to issue electronic access control credentials, departments must ensure the following requirements are adhered to:

- i. Ensure individuals using the physical security platforms have been trained and understand themportance of grantingcess.
- ii. Individuals using the physical security platforms must be issued their own User ID. Sharing User ID s is notationwed.
- iii. Have a defined approval process for what access within their control is granted to the Authorized User, including an expiry date forathæss.
- iv. Departments are responsible to ensure that the Authorized User's access is deactivated when access is no longequired.
- v. If the Authorized User has an existimofile:
  - o The department will update the profile with actives they wish appant.
  - The departments responsible for removing only the access they granted from the profile when it is no longen quired.
- vi. If the Authorized User doesn t have an existingile:
  - o The department will create a profile to garantss.

- The department should use the University issued ID card if available. If not, they may issue a new accessrd.
- The department is responsible for removing access from the profile when it is no longerequired.
- vii. Departments are responsible for covering the cost of the electronic access control credentials their sue.

## 5.0Related Policies, Procedures and InstitutionalDocuments

- x Key and Electronic Access Controllicy
- x Access to University Buildings and Operty Policy
- x Working Alone / In Isolati@molicy