

REQUEST FOR BOARD OF TRUSTEES ACTION

Committee: Planning & Budget
Title: Campus Building Access and Security Policy
Date: March 29, 2006

Recommendation: That the Board of Trustees approve the proposed policy regarding campus building access and security for Quinsigamond Community College:

Policy Statement: All locks, keys, electronic access cards, and access codes are in the sole property of Quinsigamond Community College. QCC reserves the right to change locks, keys, electronic access cards, and access codes as needed. No one may place a lock that is not part of an approved QCC system on any of QCC's interior or exterior doors without the permission of the Director of Public Safety or his/her designee.

Further, duplicating college keys is prohibited except by the authorization of the Director of Public Safety. Any unauthorized person who possesses or duplicates keys to the lock of any QCC building or property owned by the Commonwealth of Massachusetts may be subject to disciplinary and/or legal action.

Justification: This policy has been recommended by the Administrative Services Governance Committee, has been discussed at an All College Forum, reviewed and recommended by the All College Council, the President's Staff, and the Interim President.

The complete text of the document is attached.

Building Access & Security Policy	
1.0	<p><u>Purpose:</u></p> <p>This policy seeks to address access concerns and the need to balance the accessibility and use of college facilities while providing a safe and secure environment and maintaining the most appropriate level of security.</p>
2.0	<p><u>Revision History:</u></p> <p>Although there have been established practices, no formal policy has been enacted. Not applicable.</p>
3.0	<p><u>Persons Affected:</u></p> <p>This policy pertains to students, faculty, staff, authorized visitors, and contractors.</p>
4.0	<p><u>Policy:</u></p> <p>All locks, keys, electronic access cards, and access codes are the sole property of Quinsigamond Community College (QCC). QCC reserves the right to change locks, keys, electronic access cards, and access codes as needed. No one may place a lock that is not part of an approved QCC system on any QCC facility's interior or exterior without the permission of the Director of Public Safety or his/her designee.</p> <p>Further, duplicating college keys is prohibited except by the authorization of the Director of Public Safety. Any unauthorized person who possesses or duplicates keys to the lock of any Quinsigamond Community College building or property owned by the Commonwealth of Massachusetts may be subject to disciplinary and/or legal action.</p>
5.0	<p><u>Definitions:</u></p> <p>Authorizing authority: College official designated by the President, who has the authority to approve the issuance of keys to QCC employees and outside contractors.</p> <p>Contractors: Companies hired by QCC to provide a service to the</p>

Responsibilities:

6.1 Responsibility of the Department of Public Safety:

- Account for all college keys issued under its authority to ensure proper control and accountability and to oversee annual key inventory..
- Authorize all key authorization and duplications.
- Approve master key exemptions.
- Authorize admittance to all campus buildings and rooms.
- Coordinate after hour building and room access.
- Investigate and document all lost/stolen keys.

6.2 Responsibility of Key Holders:

- Individuals to whom college keys are issued are responsible for the physical security of these keys. At no time should key holders loan and/or give their keys to other individuals. The loss of a key should be immediately reported to the Department of Public Safety so a report can be filed. For any key(s) lost or stolen off campus, a report should be filed with the police in the jurisdiction where the loss occurred, in addition to notifying the appropriate campus authority.
- Upon separation from the college and/or change in department, it is the responsibility of the key holder to return any issued QCC key(s) to their Vice President, Dean, or Director.

6.0

6.3 Responsibility of the Facilities Department:

- The Director of Facilities or designee is responsible for manufacturing interior room keys specific to all buildings. This policy prohibits the duplication of college keys by any person other than the designated tradesperson via the authority of the Director of Public Safety.
- The Facilities Department tradesperson and/or designee will maintain a current list of all manufactured keys and their subsequent distribution.
- The tradesperson and/or designee will work collaboratively with the Director of Public Safety and the Administrative Assistant to the Vice President of Administrative Services to conduct an annual key inventory.

6.4 Responsibility of the Administrative Assistant to the Vice President of Administrative Services:

- Maintain a current list of employees who have been issued college keys.
- Ensure that keys are returned and then forwarded to the Facilities Office tradesperson/designee for accountability and control.
- Maintain the signature file of those in receipt of keys, along with the building and room location.
- Assist the Departments of Public Safety and Facilities Department with the annual key inventory.

	<p>6.5 Responsibility of Human Resources:</p> <ul style="list-style-type: none"> • Human Resources, upon an employee's exit interview and when feasible, will retrieve college keys and return them to the Administrative Assistant to the Vice President of Administrative Services. <p>6.6 Responsibility of Supervisors:</p> <ul style="list-style-type: none"> • Electronically request the authorization to issue keys to staff members within their area. • Upon request, conduct an internal audit, verifying what keys staff members have been issued and complete all required paperwork. • Incorporate internal controls in collecting keys from employees leaving their department and/or the college. • Ensure that collected keys, under their control, are returned to the Administrative Assistant to the Vice President of Administrative Services.
7.0	<p><u>Procedures:</u></p> <p>7.1 Faculty and staff members may be issued keys to QCC facilities based upon access need. The appropriate Vice President, Dean, or Director must authorize the issuance of keys specific to their area.</p> <p>Once department authorization is complete, the department head or his/her designee should access the online key request form, via the Intranet under "Frequently Used Forms," which is forwarded to the Director of Public Safety.</p> <p>7.2 The Director of Public Safety will act on the key request by approving, declining, or requiring further information. Once authorized, the Director of Facilities will assign a designee within his/her department and oversee manufacturing the requested key. Keys are then forwarded to the Administrative Assistant to the Vice President of Administrative Services for dissemination and record keeping.</p> <p>7.3 Master keys shall <u>only</u> be issued with the authorization of the Director of Public Safety.</p> <p>7.4 Employees who are issued master keys as part of their job requirements should store those keys in a secure area in a locked box.</p> <p>7.5 Master keys to College facilities shall not be removed from the Campus and should be returned to the secure lock box at the end of the workday. Exemptions to this rule may be made on an individual basis, specific to a compelling need and will be evaluated upon appeal to the Director of Public Safety and/or the Vice President of Administrative Services.</p>

7.6 Keys will not be issued to students for any reason. Keys will only be issued to individuals and not to a department. Non-College personnel, vendors, and contractors shall not be issued keys on a permanent basis. Contractors, vendors and other personnel may be authorized to sign keys out from the Department of Public Safety on a daily basis.

7.7 The Department of Public Safety has the primary responsibility for unlocking and locking campus buildings, designated meeting rooms, and labs. The Facilities Department will assist only when called upon by Public Safety.

7.8 The following individuals are authorized to request all types of keys:

- Director of Public Safety or his/her designee; or
- The President and/or the Vice President of Administrative Services may intervene under extenuating circumstances.

- The following individuals are authorized to request inter-departmental keys:
 - Vice Presidents
 - Deans
 - Directors

7.9 Supervisors who wish to allow college personnel to enter an area under their authority without issuing them a key may notify the Director of Public Safety via email of the person's name and the circumstances of the needed access. The Department of Public Safety will then coordinate the admission of the authorized individual into the designated area.

7.10 Individuals who need emergency or after hour access to a college building and/or office may request assistance from the Department of Public Safety. Upon the receipt of such request, Public Safety personnel will make positive identification of the requestor and when possible, secure permission from the appropriate college official responsible for the designated area. Public Safety will record the action taken in the daily police log. The Department of Public Safety reserves the right to refuse access if unable to identify the employee or when faced with extenuating circumstances.

7.11 The appropriate supervisor should coordinate building access for contractors by notifying the Department of Public Safety of the contractor's name, date, time and location of visit.

7.12 The Department of Public Safety will only admit contractors into college facilities with prior notification from the appropriate supervisor.

8.0	<u>Sanctions:</u> Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment or student expulsion., and/or applicable criminal prosecution.
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