

LA SALLE UNIVERSITY SECURITY ACCESS POLICY

I. PURPOSE

The security and safety of the University community is of the utmost importance and requires the participation of all members. Access to the University's facilities is an important part of the security program. The purpose of this policy is to establish standard procedures for access to University facilities. The University uses thousands of locks, keys and other devices controlling access. The sheer volume of devices alone requires a standardized procedure for obtaining authorization for the issuance of keys and other forms of access. In addition to establishing such procedures, it is the intention of this policy to communicate the responsibilities of having access privileges to all individuals who have been granted it.

II. POLICY

Authorization by the Security and Safety Department is required prior to the issuance of any key or I.D. access card and the installation of locks or any other changes to a locking mechanism. All access records will be maintained within the Security and Safety and Physical Facilities Departments. However, all department heads should maintain a current intra-departmental access inventory control list, which should identify those individuals who have been issued keys, lock combination codes, or I.D. card access.

University ID cards and keys are the property of La Salle University. University issued ID cards and keys are for the sole use of the recipient to whom they have been issued. No ID card or key can be loaned to another person for any reason. An individual may reproduce no key without prior authorization by the Director of Security and Safety. All lost or stolen university keys **MUST** be reported to the Security and Safety Department as soon as they are discovered missing. As a security procedure, department heads should routinely request code number changes on doors where a code number has been in use for an extended period of time.

III. PROCEDURES

A. REQUESTS FOR KEY ISSUANCE, REPLACEMENT OR ADDITIONAL KEYS

Complete an Access Request Form (304-1106) filling in all applicable information including the reason for the request. Submission of an Access Request Form requires the signatures of the appropriate Department Head (Requisitioner Block) and the individual requesting the key or other means of access (Recipient Block). If the Department Head approves the request, forward the request to the Director of Security and Safety. The Department Head should retain the "Requestor" copy of the form for use in updating his/her access inventory list.

The Director of Security and Safety will review the completed Access Request Form. If the request is approved, s/he will forward the request to Physical Facilities for processing. If the request is denied, the Director of Security and Safety will record the reason and return the request to the department head who initiated the

request.

Upon receipt of the approved request, the Director of Physical Facilities will direct the University Locksmith to fulfill the key request and after completion, deliver the keys to the Security and Safety Department for distribution.

The University Locksmith will be responsible for servicing any approved requests, entering the necessary key and lock information into the management records system and delivering the requested keys to the Security Department.

The Director of Security and will ensure that the keys are distributed to the chair/department head that initiated the request.

The "keying" data is confidential information that can only be accessed by designated personnel within the Security and Safety and Physical Facilities Departments. Therefore, it is important to return all keys to the Security and Safety Department when they are recovered from the person to whom they were issued. Recovered keys will be placed back in inventory and tracking records will be updated accordingly.

B. LOCK INSTALLATIONS

When requesting the installation of locks or changes to the locking mechanisms, Department Heads should submit a completed Access Request Form (304-1106) following the same procedure described in Section (A.)

Except for routine maintenance and repairs, all costs for lock replacements or upgrades to an I.D. Card Access system are the responsibility of the requesting department

Additionally, in order to maintain campus security, locksets having multiple missing or unaccounted keys may mandate a lock replacement for a department. A lock replacement under this circumstance will be the responsibility of that department.

C. IDENTIFICATION CARD ACCESS ACTIVATION

All Identification Card Access requests require the approval of the Director of Security and Safety. Under most circumstances, Department Heads may make these requests via e-mail. The e-mail request should contain information that answers the following questions: who (name the individual who should be given access); where (department location); when (time period access is desired) and why (state the business need).

The Director of Security and Safety will forward all approved request to the I.D. Gold Card Manager for activation.

D.) KEY RECOVERY, ACCESS CODE CHANGES AND I.D. ACCESS CANCELLATIONS

Department Heads are responsible to ensure that when employee turnover occur within their respective units, they are required to retrieve all means of access from those individuals no longer required to have access to the department's facility.

Key Recovery – Department Heads should recover keys from an employee (including student workers) during his/her exit interview or at the conclusion of their work period. All keys, including those that are obsolete or no longer needed, should be accounted for and maintained in a secured and controlled area until returned to the Security and Safety Department. As stated earlier, department heads should maintain an internal control inventory list to assist them in this retrieval process.

Combination Code Changes require a completed Access Request Form (304-1106).

Department Heads should follow the same procedure in Section (A.)

I.D. Card Access Cancellations require an e-mail or written documentation from the employing department head to the Director of Security and Safety. In exigent circumstances, the Department Head may contact the Director of Security and Safety directly.

FAILURE TO COMPLY WITH THESE PROCEDURES MAY DELAY SERVICE AND CAUSE INCONVENIENCE.