



RECOMMENDATION

The changes proposed are intended to accurately reflect the multiple modes of access to UO facilities, including keys and electronic cards. The changes reflect changes in titles and add clarity with regard to Housing facilities' authority and roles of the Access Control Advisory Committee.

ENTITIES AFFECTED BY THIS POLICY

The policy has wide impact to all employees who work at university facilities or off-campus leased properties.

This policy was reviewed by the Key Request Advisory Group (Director of Security and Special Events, Security Manager, Lock and Door Support Supervisor, Director of Enterprise Risk Management and Director of Finance and Administration Shared Services). The group met in September 2015 to review the policy and outline initial changes; subsequent revisions were made via email.

This policy maintains oversight with Vice-President for Finance and Administration and assigns the University of Oregon Police Department with administering the access control. Delegation is also granted to the University Housing Director and University ID card services – this is language that was in the previous policy.

Director Finance and Administration Shared Services will be overseeing the fee structure process.

WEB SITE ADDRESS FOR THIS POLICY

<http://policies.uoregon.edu/key-control>

RESPONSIBLE OFFICE

For questions about this policy, please contact University of Oregon Police Department at 541-346-2919.

ENACTMENT & REVISION HISTORY

Technical revisions enacted by the University Secretary on September 4, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 50 Section 0035.

POLICY

Marked version:

Reason for Policy:

This policy outlines regulations pertaining to the access control to University Facilities, ~~authorization of use and issuance of University of Oregon facility keys.~~

Policy:



Introduction

To regulate ~~the control, authorization of use and issuance of access to~~ University of Oregon ~~facility~~ ~~keys~~ ~~Facilities~~, the President of the University designates the Vice-President for ~~Finance and Administration~~ ~~or designee~~ to administer the University's ~~key access~~ control policy. ~~The Director of Public Safety~~ ~~University of Oregon Police Department Chief~~ shall administer the University's ~~key access control program~~.

(1) Definitions. As used in this policy, the following definitions apply:

- (a) "University" shall mean University of Oregon;
- (b) "Facility(ies)" shall mean any University building, house, room or area to which access is controlled by a key, electronic access device or by another device normally restricting access;
- (c) "Grand Master Key" shall mean a key which opens all doors in two or more University buildings ~~or departments~~;
- (d) "Master Key" shall mean a key which opens all doors in a University building ~~or department~~;
- (e) "Sub-Master Key" shall mean a key which opens more than one door in a portion of a University building;
- (f) "Change Key" shall mean a key which opens a door within a University building;
- (g) "Outside Door Key" shall mean a key which opens an exterior door of a University building;
- (h) "Access Card" shall mean an ID card or similar object used in an electronic reader to permit access into a University ~~building~~ ~~Facility~~;
- (i) "Access Level" shall mean the software control uses to determine time and place an access card holder may enter a University ~~building or electronically controlled door~~ ~~Facility~~.

(2) Regulation of ~~Keys and Access Cards~~:

- (a) The issuance of all keys and assignment of card access levels to University ~~F~~ ~~facilities~~ shall be subject to the provisions of this policy;
- (b) ~~The University Department of Public Safety~~ ~~Campus Planning and Facilities Management Operations (Lock and Door Shop)~~ shall be the sole source for the making, duplicating, manufacturing, ~~or and~~ cutting of ~~any all non-Housing~~ University ~~F~~ ~~facility~~ keys. ~~The University Housing Director shall be responsible for access control to Housing Facilities.~~ The University ID card services shall be the sole source for making and duplicating "Access Cards" ~~for academic buildings~~. These departments or the departments' designees shall be subject to ~~all the regulations in~~ this policy and responsible for maintaining accurate key and access card inventory issuance, ~~and~~ return records ~~as well as~~ access information, and access records;
- (c) Persons to whom keys and access cards to University ~~F~~ ~~facilities~~ are issued are prohibited from duplicating such keys and access cards;
- (d) Persons violating the University ~~key access control~~ policy are subject to disciplinary sanctions;
- (e) A three- or four-member ~~Key Access~~ Control Advisory Committee shall be appointed by the Vice-President for ~~Finance and~~ Administration each year. ~~The committee shall serve from September to June. It shall review all department requests for multiple key issuance and perform other advisory functions outlined in the key control policy.~~ It shall be advisory to the Vice-President for ~~Finance and~~ Administration. ~~The Director of Public Safety shall act as staff advisor to the committee~~;
- (f) Keys to University ~~F~~ ~~facilities~~ may be issued to departments, University faculty, staff, graduate assistants and students, and to non-University persons authorized in writing by the appropriate dean, director or department head to have access to University ~~F~~ ~~facilities~~;
- (g) ~~Departments may request a consignment of change and outside door keys to be issued to and administered by the department for use limited within that department. This written request shall be reviewed by the Key Committee, which is authorized to grant, deny, or modify the request. The~~



~~department request shall include statements to justify the need for the number of keys requested and shall outline how it plans to assure the proper use and control of keys placed in its custody. These keys may be acquired by department requisition. Departments shall designate a department designee to The department's administrative officer shall maintain accurate records of all keys issued to the department. Upon written request of the Director of Public Safety or the Director of Business Affairs, the department's administrative officer shall present a current accounting of all keys issued to the department. An annual accounting of keys shall be filed with the Director of Public Safety University of Oregon Police Department Chief by June 30 of each year;~~

~~(h) An emergency key board shall be maintained by the Department of Public Safety and by the University Housing to be used by Public Safety or Physical Plant personnel in emergencies after normal business hours;~~

~~(i) The University Housing Director, subject to the regulations of this policy, shall be responsible for the issuance of keys for University housing and the maintenance of accurate key inventory, issuance and return records. An annual accounting of University Housing keys shall be filed with the Director of Public Safety by June 30 of each year.~~

(3) Conditions of Issuance:

(a) ~~A Grand Mmaster Key and or Mmaster Kkeys~~ shall be issued only upon the written authorization of the ~~Director of Public Safety or, in the case of keys issued to supervisory personnel in the Physical Plant, upon the written authorization of the Director of the Physical Plant~~ [Vice-President for Finance and Administration or designee](#) ~~University of Oregon Police Department Chief or designee;~~

(b) A ~~sSub-Mmaster Kkey~~ shall be issued only upon the written authorization of department head, director, ~~or dean, or the Director of the Physical Plant;~~

(c) A ~~Cchange Kkey~~ shall be issued only upon receipt of the standard key request authorization form issued by the University department to which key applicant is assigned;

(d) An ~~Ooutside Ddoor Kkey~~ shall be issued only upon receipt of the standard key request authorization form issued by a department head, director, dean, ~~other administrative officer~~ or designated representative.

(4) Conditions of ~~Key-Use~~ Access and Key Use:

(a) Any person or department issued University key(s) accepts the responsibility for promptly notifying the ~~Department of Public Safety University of Oregon Police Department~~ and the person's immediate supervisor in the event the key(s) disappears, is lost, stolen, or otherwise misplaced;

(b) If the loss, theft, disappearance or misplacement of a key requires the changing of a lock or locks, the cost of changing the lock(s) shall be borne by the responsible University department. Appeals for exception to this requirement may be made to the [Key-Access Control Advisory Committee](#);

(c) Authorized non-University persons, ~~such as contractors on job sites, window washers, elevator maintenance personnel, etc.,~~ requiring short-term key access to University ~~F~~facilities shall obtain needed keys from ~~the Department of Public Safety or the office of the Director of the Physical Plant~~ [Campus Planning and Facilities Management Campus Operations](#) ~~and providing appropriate payment. after paying a deposit or a monetary consideration in the contract for services.~~ Keys for such short-term access shall be issued for a specified time period and must be returned to the issuing office as specified;

~~(d) The University building inspector shall obtain any needed keys from the Department of Public Safety on the inspector's personal signature.~~

(5) ~~Deposit~~ Fees:



~~(a) A deposit fee structure for the issuance of keys will be maintained and reviewed annually. made at the time keys are obtained from the Department of Public Safety, deposit to be returned upon return of the key;~~

~~(b) Deposit fees and lost key replacement charges for grand master, master or sub-master keys are published annually in the Public Safety subsection of Special Fees, Fines, Penalties, Service Charges (UO Policy 571.060(A)).~~

~~(6) Sanctions:~~

~~(a) The University reserves the right to impose reasonable sanctions, including disciplinary actions upon persons violating the University key policy;~~

~~(b) The University Payroll office shall, upon written request of the Director of Public Safety, withhold from the paychecks of University employees the appropriate amount as listed in UO Policy 571.060(A) for change of, unreturned or lost grand master, master or sub-master as well as outside door or dorm keys;~~

~~(c) Students who have not paid a deposit and who do not return issued keys as specified or upon demand shall be reported to the Director of Public Safety who may assess a fine. Appeals of the fine may be made to the Key Control Advisory Committee;~~

~~(d) When a key deposit in excess of \$1 per key is required or the use of multiple keys is an integral part of a job, classified employees may elect to sign an agreement promising to return the key(s) upon demand or to authorize a deduction from their pay of an amount equal to the required deposit(s) if the key(s) are not returned.~~

Clean version:

Reason for Policy:

This policy outlines regulations pertaining to the access control to University Facilities.

Policy:

Introduction

To regulate access to University of Oregon Facilities, the President of the University designates the Vice-President for Finance and Administration or designee to administer the University's access control policy.

(1) Definitions. As used in this policy, the following definitions apply:

(a) "University" shall mean University of Oregon;

(b) "Facility(ies)" shall mean any University building, house, room or area to which access is controlled by a key, electronic access device or by another device normally restricting access;

(c) "Grand Master Key" shall mean a key which opens all doors in two or more University buildings;

(d) "Master Key" shall mean a key which opens all doors in a University building;

(e) "Sub-Master Key" shall mean a key which opens more than one door in a portion of a University building;

(f) "Change Key" shall mean a key which opens a door within a University building;

(g) "Outside Door Key" shall mean a key which opens an exterior door of a University building;

(h) "Access Card" shall mean an ID card or similar object used in an electronic reader to permit access into a University Facility;

(i) "Access Level" shall mean the software control uses to determine time and place an access card holder may enter a University Facility.

(2) Regulation of Access:



- (a) The issuance of all keys and assignment of card access levels to University Facilities shall be subject to the provisions of this policy;
- (b) Campus Planning and Facilities Management (Lock and Door Shop) shall be the sole source for the making, duplicating, manufacturing, and cutting of all non-Housing University Facility keys. The University Housing Director shall be responsible for access control to Housing Facilities. The University ID card services shall be the sole source for making and duplicating "Access Cards" for academic buildings. These departments or the departments' designees shall be subject to this policy and responsible for maintaining accurate key and access card inventory issuance, return records, access information, and access records;
- (c) Persons to whom keys and access cards to University Facilities are issued are prohibited from duplicating such keys and access cards;
- (d) Persons violating the University access control policy are subject to disciplinary sanctions;
- (e) A three- or four-member Access Control Advisory Committee shall be appointed by the Vice-President for Finance and Administration each year. It shall be advisory to the Vice-President for Finance and Administration;
- (f) Keys to University Facilities may be issued to departments, University faculty, staff, graduate assistants and students, and to non-University persons authorized in writing by the appropriate dean, director or department head to have access to University Facilities;
- (g) Departments shall designate a department designee to maintain accurate records of all keys issued to the department. An annual accounting of keys shall be filed with the University of Oregon Police Department Chief by June 30 of each year;

(3) Conditions of Issuance:

- (a) A Grand Master Key or Master Key shall be issued only upon the written authorization of the Vice-President for Finance and Administration or designee;
- (b) A Sub-Master Key shall be issued only upon the written authorization of department head, director, or dean,;
- (c) A Change Key shall be issued only upon receipt of the standard key request authorization form issued by the University department to which key applicant is assigned;
- (d) An Outside Door Key shall be issued only upon receipt of the standard key request authorization form issued by a department head, director, dean, or designated representative.

(4) Conditions of Access and Key Use:

- (a) Any person or department issued University key(s) accepts the responsibility for promptly notifying the University of Oregon Police Department and the person's immediate supervisor in the event the key(s) disappears, is lost, stolen, or otherwise misplaced;
- (b) If the loss, theft, disappearance or misplacement of a key requires the changing of a lock or locks, the cost of changing the lock(s) shall be borne by the responsible University department. Appeals for exception to this requirement may be made to the Access Control Advisory Committee;
- (c) Authorized non-University persons, requiring short-term access to University Facilities shall obtain needed keys from Campus Planning and Facilities Management and providing appropriate payment. Keys for such short-term access shall be issued for a specified time period and must be returned to the issuing office as specified;

(5) Fees:

A fee structure for the issuance of keys will be maintained and reviewed annually. ;



UNIVERSITY OF OREGON

RELATED RESOURCES

Key Request Advisory Group Request Memo, May 11, 2015