



Access Control Regulations

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I. Regulations

For purposes of section 3345.13 of the Ohio Revised Code, these are the regulations governing keys.

II. Introduction

The objective of access control is to provide a reasonable level of security for the University and, at the same time, allow as much freedom of access as possible to the campus community.

III. Definitions

A. Automated Access Control System (AACS) is the computerized data base used to track all access control authorization.

B. Personally Issued Keys- keys assigned to an individual on a permanent basis.

C. Duty issued keys- keys issued only while working and returned before leaving CSU property.

D. Communication Access. Allows access to Communication closets.

E. Electrical Access. Allows access to Electrical Vaults.

F. Utility master access. Any key or access that includes Communication Closets, Machine Rooms, Custodial Areas, and Electrical Vaults.

G. Prox Card- Proximity Card, a card. Fob or other credential that held in the 'proximity' of a reader will activate the access control device.

H. Prox Card Access. Allows access to any authorized building or room having a reader and electronic lock release.

I. Change Key / latch key – opens one door or lock.

J. Master and submaster keys- opens a series of locks.

K. After hour access- authorized occupancy in a building after closing hours.

L. Construction Core- a temporary interchangeable core used during building or rehabilitation of a building project.

M. R25® - The CSU campus scheduling software used to create the CSU master calendar and the official database used to approve or deny access during off-hours.

IV. Single Access Control Alarm Coordinator (SACC).

The SACC, is designated in writing by the Senior Faculty /Staff Committee or other official having direct control over the facility or area and has direct responsibility for coordinating access control, alarm protocols, and alarm & access control schedules.

NO INDIVIDUAL MAY SIGN THEIR OWN ACCESS REQUEST.

Individuals denied access by the Access Control Office may appeal, in writing; see section XVI Appeal process if the request is believed to be unjustly denied.

Access to buildings, rooms, and closets are issued by the SACC only when a completed Access Control Request Form (link to form) is signed by the SACC. The SACC has an affiliated duty to properly inform the person of these regulations and on used and limitations of their approval.

The Access Control Activation limits:

Faculty	Active Until Terminated
Staff	Active Until Terminated
Student	One academic quarter
Vendor	Not to exceed 6 months

V. Access to Closed University Buildings

Access to closed buildings will not be provided for students, faculty, staff, or other designees unless the ACCS system indicates authorized access.

Request for opening an exterior door(s) for an event, class, or any other exception to the posted building hours, must be scheduled through Conference Services and listed on the official Campus Calendar Program R25. Requests to open a closed building not listed in R25 will not be honored.

VI. Signature Card or Electronic Validation

Each SACC, must have a signature card on file with the Access Control Office of the Department of Security and Fire. The card must be approved by the Dean, Vice President, or Director responsible for the area. The signature cards must be signed at the Access Control Office. A valid CSU or governmental photo ID will be required from the person signing the signature card.

VII. Obtaining access

The department who requests access for an employee, contractor or vendor must submit a completed Access Control Request Form to the Access Control Office. This authorization may be sent by email upon prior approval of the Access Control Office.

The Access Control Office will determine if card access, key access or both are required to fulfill the request.

All Access Approvals will have an account on the Automated Access Control System (AACS), even if a card is not issued.

Access Cards and keys cannot be obtained through the mail. Cards must be issued at the Viking Card Office in the Main Classroom Building, Room# 272B.

Keys are issued at the Key Shop in the Plant Services Building, Room #244.

CSU or governmentally issued photo identification will be required to pick up keys/access cards.

Students shall not have master keys, exterior door keys or master access issued to them.

Hours of operation are available on line at <http://www.csuohio.edu/offices/firesecurity/buildinghours/>

VIII. Access Transfers

Access Cards must be obtained at the Viking Card Office checked out by the person to whom they are issued. All keys must be obtained at the Key Shop by the person to whom they are issued. The transfer of keys directly from one person to another must be completed at the Key Shop. Access Cards or keys cannot be transferred from one individual to another.

IX. Access Dispersals

All requests for master and submaster keys must be approved by the appropriate SACC and the Executive Director of Public Safety (Master and submaster keys will not be issued to undergraduate or graduate students.) Requests for master and submaster keys may also require a background check.

X. Broken/Worn Out Keys Or Access Cards

Keys or Access Cards that are broken or worn out must be returned to the location where they issued for replacement by the person to whom they are issued. The

broken or worn out keys or access cards must be turned in before new ones will be issued. There will be no charge for broken or worn out keys or Access Cards.

XI. Temporary Access

Urgent Access- Individual who requires immediate access may call the Campus Police for opening a door. Upon presentation of positive identification the officer shall query the AACS, if the system indicates approved access, the door may be opened. There shall be a charge of \$25.00 for the service.

Temporary Access- the Key Shop may issue a temporary key to a person who has left a key at home, or has locked their key in an office. The person must present a valid CSU ID and leave a Drivers License or other collateral. Upon return of the key the collateral will be returned.

Student owned padlocks- upon presentation of positive ID, and proof of ownership, the Key Shop staff or the Campus Police may, at the responding person's sole discretion, remove by force a padlock on a student locker. A police officer should always be present for this process. CSU will not be responsible for damage to the lock.

Construction Cores- Departments requesting access for contractors or vendors may have their request fulfilled by the use of construction cores. The cost of the cores, keys and installation shall be borne by the requesting Department.

XII. Duplicating Access and Changing Locks

3345.13 Duplication of keys prohibited.

No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the state of Ohio, contrary to any regulation respecting duplication of keys adopted by the board of trustees of such college or university.

This Access Control Regulation prohibits the removal/installation of locking mechanisms by anyone other than the University Access Control Office.

The CSU Lock Shop is the only agent to purchase and issue locks. Door locks may only be removed or changed by the University locksmiths.

Departments will be responsible for any cost incurred to resolve unauthorized changes.

No CSU official shall sign any contract that allows the use of the CSU core or key codes.

Approval to vendors of who may order keys, cores or related codes shall be designated by the Executive Director of Campus Safety.

XIII. Returning Keys/Access Cards

Before exiting the University or transferring to another department, all students, faculty, and staff must return their University keys to the Key Shop.

Each college/department is responsible for advising all exiting or transferring employees of their obligation to return University keys prior to leaving campus. Students and employees who have a deposit on file with the Access Control Office will be given a voucher at the time keys or Access Cards are returned that

Students failing to return key(s) before transferring departments, leaving the University, or by the due date listed on the Access Control Request Form will have a hold placed on their transcripts, final paycheck, or registration packets. Deposits are forfeited.

If a hold is placed on a final paycheck, transcripts, or registration packet at the University, it can only be removed by returning keys.

Lost or stolen keys must be the subject of a police report, and lost key fees will apply.

XIV. Lost / Stolen Keys Or Access Cards/Fees

All lost or stolen keys or Access Cards must be reported to the concerned college/department, and to the University Police. The University Police will complete a Lost or Stolen Access Control Report. Replacement of keys or Access Cards will not be made until the Lost or Stolen Access Control Report is completed.

To replace lost or stolen keys or Access Cards, individuals must complete an Access Control Request Form.

A graduated monetary charge is hereby established to cover lost and/or stolen keys:

- | | |
|--|--|
| A. Latch (office, desk, file, lab), each | \$20.00 |
| B. Submaster | \$500.00 |
| C. Building Master | \$750.00 |
| D. Grand Master | \$1000.00 |
| E. Viking Prox Card | Current fee as established by Viking Card Office |
| F. Construction Cores & Keys | Cost established at time of request |

The loss or theft of a, Electrical, Mechanical, Submaster, Building Master, or Grand Master key jeopardizes the security and protection of an area (dormitory, laboratory, office complex, or building), and the entire area may need to be re-cored and re-keyed.

The department from which the key was lost or stolen will be charged for the total replacement costs.

XV. Access Control Records/Inventory

Key Shop

It is the responsibility the Key Shop Supervisor to keep all records and related to key control filed in the Keystone® database current and accurate.

This includes but is not limited to:

- a. Key issuance
- b. Core issuance by location
- c. Lock installation

It is the responsibility of the Supervisor of the Key Shop to insure all keys issued are stamped with a unique identifier and the information entered into the Keystone® database current and accurate.

It is the responsibility of the Key Shop Supervisor to insure all cores issued are stamped with a unique identifier and the information entered into the Keystone® database current and accurate.

It is the responsibility of the Key Shop Supervisor to insure that the Keystone® server shall is protected by a firewall and backed-up weekly.

No cores or locks shall be installed that is off of the master key system without the written authorization of the Executive Director of Campus Safety.

The Executive Director of Campus Safety shall promulgate the Standard Operating Procedures for the guidance of the CSU Lock Shop.

Department of Security and Fire

An Access Control Inventory List will be sent to each college/department SACC on a semester basis for reconciliation purposes. This list identifies all the college/department employees who have access rights issued to them. SACCs are responsible to verify that the report is accurate.

SACCs should maintain a complete and current list that indicates the following: name of the access holder, date issued, and date to be returned. The college/department's access list will help when reconciling the Access Control Inventory List sent from the Access Control Office. Discrepancies should be reported to the Access Control Office within thirty (30) days. An amended list will be printed and sent back to the department to ensure that changes have been accurately entered on the access computer system. Since each person or

college/department is financially responsible for all keys or access cards issued, accurate information is essential.

If a college/department requires an Access Control Inventory List more often than each semester, it is available upon request from the Access Control Office.

All Access Control Inventory Lists reconciliations shall be reviewed and approved by the appointing authority.

XVI. Prohibited Conduct

- a. Disabling any University security device,
- b. Prop open any doors locked by offices for security purpose,
- c. Allowing any other person the use of a key or card access,
- d. Duplicating any key or card access device,
- e. Leave a CSU key unattended;
- f. Leave a key code book where unauthorized persons may read it;
- g. Fail to report a missing key to the Campus Police;
- h. Fail to retrieve a key(s) when a person is transferred, is away for a prolonged period of time (i.e. medical leave), or is in any other way separated from CSU.

XVI. Appeal Process

In the event that there is a dispute with this regulation a faculty, staff or student who has been adversely affected, may request a review of the decision to the Executive Director Campus Safety.

The request must be made in writing and particularly state the nature of complaint and the proposed remedy. The complaint must also contain an address to where the response is to be directed.

The Executive Director Campus Safety shall cause an investigation of the complaint and render a decision in writing within 30 days receipt of the request for review.

Decisions of the Executive Director Campus Safety may be appealed to the Vice President for Business Affairs & Finance. The appeal must be in writing.

XVI. Closed Hour Building unlocking

Changes in Building Hours- Changes in building hours, weekend changes or any special event requiring a change, of lock / unlocking of exterior doors can be accomplished by Authorization of the Vice President for Business Affairs & Finance, SACC or Conference Services with notice to the Department of Fire and Security.

Also see the Conference Services Website

All requests for facilities, other than academic classes, must be approved by the Department of Conference Services. Events scheduled will appear on the University Calendar to provide support and coordination so every event will become a successful, positive reflection of the University.

Please Note:

EVENTS NOT LISTED ON THE UNIVERSITY CALENDAR OF EVENTS WILL NOT BE PROVIDED SUPPORT SERVICES.

Questions: Call 216/523-7203, or visit <http://www.CSUOhio.edu/conferenceservices>.

Changes that occur due to failure to notify the Department of Fire and Security that result in a Campus Police intervention to lock or unlock a building will result in a \$25.00 assessment.

Changes occurring less than 24 hours of the events shall be the subject of a direct personal contact to the Campus Safety Communications Center at 216-687-2020.

XVII. Audits and Usage

Historical reviews of either door access or personal history can be made to the Director of Access Control and Security Systems. Such requests should be made in writing; email will suffice particularly describing the door, person and the dates of usage required. Such requests should be placed through the building SACC, but may be made directly if the situation requires it.

Emergency audits can be made through the Campus Police Department at 216.687.2020.

XVII. Past Practice

This regulation supersedes and replaces any current policy, procedure, custom or usage as it relates to access on the CSU Campus.

It specifically ends the practice of opening buildings without fee for faculty, staff or others on off-hours without change or authorization.

Appendix 1 Forms

Appendix 2 List of SACCS

