ROGER WILLIAMS UNIVERSITY

Building Access and Key Control Policy and Procedures

The following describes the policies and procedures for granting building access and for the issuance and control of Roger Williams University building keys to include the management of a University keying system. The proper management of keying systems is essential to maintaining effective campus security and to facilitate fire protection, maintenance, and custodial services.

Policy

In an effort to improve physical security for University facilities, this Building Access and Key Control Policy and Procedures ("Policy") has been established for issuing and managing University access. This Policy has been established to heighten awareness, especially for areas that need limited access due to concerns for security, confidentiality or high valued items. Acceptance of electronic access or physical keys from Roger Williams University and/or Roger Williams University School of Law (collectively "University") obligates persons to follow this Policy. All University employees and students share responsibility for maintaining the security of campus facilities. Concerns about facility security should be reported to the Department of Public Safety.

Scope

This Policy will cover the procedures for requesting, returning and reporting of lost or stolen keys belonging to the University to include building, padlocks, cabinets and vehicles as well as the responsibilities of all key holders. For the purpose of this Policy the term "key" will include electronic access cards (such as electronic key fob's and identification badges). This Policy does not apply to the issuance of keys to students for residence hall access.

Procedure

To apply for a physical key, please fill out the Key Request Authorization and Acceptance Form and deliver the completed form to the Department of Public Safety Headquarters located in the North Office Building or submit electronically to accesscontrol@rwu.edu.

To apply for electronic access, please fill out the Electronic Access Authorization and Acceptance Form and deliver the completed form to the Department of Public Safety Headquarters located in the North Office Building or submit electronically to accesscontrol@rwu.edu.

The University Lockshop ("Lockshop"), under the direction of the Director of Facilities Management and the Director of Public Safety, is responsible for the management of this Policy. That responsibility includes the maintenance of building access rosters; the programming of electronic locks; the production, storage, and issuance of keys; the replacement or rekeying of lock cylinders; the acquisition of new keying systems; and the maintenance of accurate records and databases.

The Director of Residence Life and Housing is responsible for the management of building

access and key control procedures for residence halls. Students requiring access to campus facilities other than residence halls must receive authorization through the proper authority of the facility needed pursuant to this Policy. Student access will be terminated at the end of each semester unless the proper authority notifies the Director of Public Safety or his/her designee to extend the privilege.

The Lockshop provides access control and keys for University buildings. University keys are not to be reproduced, duplicated, or obtained from any source other than the Lockshop.

Faculty and staff will be provided electronic building access and/or physical keys on a need-for-access basis only. The number of keys issued will be kept to a minimum and duplicates will not be issued to individuals unless a letter of justification is approved by the Director of Public Safety or his/her designee.

Definition

DEPARTMENT KEY CONTROLLER: The Department Key Controller is the individual responsible for approving the issuance of keys to employees within their purview of responsibility, maintaining an internal inventory of key issuance and developing other appropriate safeguards deemed necessary to secure their area of responsibility. The Department Key Controller must be at the level of an Assistant Director/Assistant Dean or above. The Department Key Controller will ultimately be responsible, through their applicable supervisor(s), to the appropriate University executive/Division-head (generally VP or above or Dean of the School of Law) of their respective functional division within the University. [Department Key Controller List]

Types Of Keys & Authorization Levels

KEY LEVEL	USE	AUTHORIZATION
GRAND MASTER	OPERATES MULTIPLE LOCKS FOR MULTIPLE BUILDINGS OR ALL LOCKS IN A SINGLE BUILDING	EXECUTIVE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION & DIRECTOR OF PUBLIC SAFETY
EXTERIOR	OPERATES ONE OR MORE EXTERIOR DOORS TO A BUILDING	UNIVERSITY EXECUTIVE / DIVISION-HEAD (VICE PRESIDENT LEVEL OR ABOVE OR DEAN OF SOL) & DIRECTOR OF PUBLIC SAFETY
DEPARTMENT MASTER	OPERATES MULTIPLE DOORS IN A BUILDING COVERING AN AREA CONTROLLED BY A PARTICULAR DEPARTMENT	DEPARTMENT KEY CONTROLLER
CHANGE KEY	INDIVIDUAL DOORS	DEPARTMENT KEY CONTROLLER

The above may be physical keys or electronic access credentials.

Notwithstanding any authority granted above, the President shall have the sole and exclusive authority to grant or restrict access to any building, area, department, and/or office as deemed appropriate and advisable.

The appropriate University executive/Division-head (generally VP or above or Dean of the School of Law) is responsible for assigning Department Key Controllers. When there is a change in the designated Department Key Controller, the University executive/Division-head should notify the Director of Public Safety or his/her designee via email to accesscontrol@rwu.edu.

The Lockshop will maintain a master listing by building of all employees who are designated for electronic access and approved key holders. At least annually, the Lockshop will conduct an audit of physical keys issued, and a semi-annual audit of electronic access which shall include a

distribution to the University executives/Division-heads of the names of individuals in their divisions with access and the scope of such access.

Building Lock/Unlock Schedules

Department Key Controllers will determine the schedules for locking and unlocking their buildings. In instances where there are multiple Department Key Controllers within (or responsible for) a building, they should discuss their schedules to avoid any conflicts. Requests for a change in the locking schedule should be submitted to the Director of Public Safety or his/her designee via email to accesscontrol@rwu.edu based on individual building utilization schedules. The Department Key Controller should update exceptions each semester. The University Lockshop will electronically secure buildings on the approved exception list.

Holiday Lock/Unlock Schedules

Department Key Controllers will determine the schedule for locking and unlocking their building during holiday closings and shall make special requests by emailing the Director of Public Safety or his/her designee at accesscontrol@rwu.edu. In instances where there are multiple Department Key Controllers within (or responsible for) a building, they should discuss their schedules to avoid any conflicts. If a request is not received, the building will automatically default to a holiday locking schedule.

For a complete schedule of building lock and unlock times, click here.

Electronic Building Access/Control Procedures

UNIVERSITY EMPLOYEES: Faculty and staff requiring building access during periods when the building is secured will complete the Electronic Access Authorization and Acceptance Form. The Department Key Controllers must approve the form. The Department Key Controller will deliver the completed form to the Department of Public Safety Headquarters located in the North Office Building or email the completed form to the Director of Public Safety or his/her designee at accesscontrol@rwu.edu. Once approved, the Lockshop will reprogram the electronic lock generally within three days of the receipt of the request.

NON-UNIVERSITY EMPLOYEES: Other individuals, such as construction contractor personnel and vendors, may request building access during periods when the building is secured. The responsible University Project Manager/Maintenance Supervisor should complete the Electronic Access Authorization and Acceptance Form. The form must contain the names of the Contractor or Site Coordinator and the responsible individual being granted access; start date/time and the termination date/time for this access. The responsible Department Key Controller must approve the form. The University Project Manager/Maintenance Supervisor will deliver the completed form to the Department of Public Safety Headquarters located in the North Office Building or email the completed form to the Director of Public Safety or his/her designee at accesscontrol@rwu.edu. Once approved, the Lockshop will reprogram the electronic lock generally within three business days of the receipt of the request. In the event access is provided to departments/areas under the control of a Department Key Controller(s) separate from the Department Key Controller approving the form, the Director of Public Safety shall provide advance notice of such access to such other Department Key Controller(s).

STUDENTS: Students may be granted building access (exterior and/or interior doors as applicable and necessary) during periods when the building is secured. The responsible Department Key Controller will complete the Electronic Access Authorization and Acceptance Form. The form must contain the names of each student being granted access (an attached listing of students may be provided), the extent of the access (days and times), and the termination date for this access. Student access will be automatically terminated at the end of each semester if no end date is given. The Department Key Controller must approve the form. The Department Key Controller will deliver the completed form to the Department of Public Safety Headquarters located in the North Office Building or email the completed form to the Director of Public Safety or his/her designee at accesscontrol@rwu.edu. Once approved, the Lockshop will reprogram the electronic lock generally within three days of the receipt of the request.

An individual's University Identification Card will be utilized for electronic building access. Non-University employees will be provided a special ID card for access upon request and approval.

Physical Key Access/Control Procedures

UNIVERSITY EMPLOYEES: Faculty and staff requiring keys to interior building areas to include offices will complete the Key Request Authorization and Acceptance Form. The Department Key Controller must approve the form. The Department Key Controller will deliver the completed form to the Department of Public Safety Headquarters located in the North Office Building or email the completed form to the Director of Public Safety or his/her designee at accesscontrol@rwu.edu. **All forms must be received within one week of the Department Key Controller's signature date.**

CONTRACTOR AND VENDOR KEYS: Access to campus buildings by contractors and vendors is regulated through the Director of Public Safety or his/her designee in conjunction with the Office of Facilities Management, Capital Projects, Information Technology, Residence Life and Housing, and Environmental Health & Safety.

Contractors who require keys or access cards to do work on campus will make arrangements through the Project Manager/Maintenance Supervisor who hired them. The request shall be evaluated as to the need for access and methods available to provide access without issuing a key. A key shall be issued only when no other reasonable means of access is available. The responsible Department Key Controller must approve the form. The University Project Manager/Maintenance Supervisor will deliver the completed form to the Department of Public Safety Headquarters located in the North Office Building or email the completed form to the Director of Public Safety or his/her designee at accesscontrol@rwu.edu. In the event access is provided to departments/areas under the control of a Department Key Controller(s) separate from the Department Key Controller approving the form, the Director of Public Safety shall provide advance notice of such access to such other Department Key Controller(s).

A master key will not be issued to a contractor unless by exceptional circumstances and authorized by the EVP for Finance and Administration and the Director of Public Safety and only where a release form has been signed by the contractor to deduct funds from its contract to

cover the cost of rekeying the building or area if the key is lost, stolen or not returned. The Project Manager in charge of the work shall be responsible for securing this signed document and shall provide copies to the Director of Public Safety or his/her designee.

In the event access is provided to departments/areas under the control of a Department Key Controller(s) separate from the Department Key Controller approving the form, the Director of Public Safety shall provide advance notice of such access to such other Department Key Controller(s).

Contractors and Vendors will return keys to the Department of Public Safety at the end of their work shift. At no time may keys be taken off campus.

STUDENTS: Students will not be issued interior building keys with the exception of their assigned residence halls; or other exceptions as approved by the EVP for Finance and Administration and the Director of Public Safety.

<div align="center">

Return of Keys

</div>

RETIREMENT, RESIGNATION, OR TERMINATION OF EMPLOYMENT: Upon the retirement, resignation or termination of employment, the employee's manager is responsible for collecting the employee's physical keys on the employee's last day of employment. In advance of any departure, the manager should contact the Director of Public Safety or his/her designee to confirm the list of keys issued to the employee. Any such keys should be promptly returned by the manager to the Director of Public Safety or his/her designee. *Keys shall not be retained by the manager/department for use with a replacement employee.* The Director of Public Safety or his/her designee will issue a receipt for returned keys to the key holder.

If the employee has any electronic access, on or before the last day of employment the manager shall notify the Director of Public Safety or his/her designee via email to accesscontrol@rwu.edu to have the individual's electronic access authorization terminated.

TRANSFERRING EMPLOYEES: Faculty and staff who change offices within a building or transfer to a different building must return all physical keys to the Director of Public Safety or his/her designee. In advance of any transfer, the manager should contact the Director of Public Safety or his/her designee to confirm the list of keys issued to the employee. *Keys shall not be retained by the manager/department for use with a replacement employee.* The Director of Public Safety will issue a Receipt For Returned Keys to the key holder. Key holders are not relieved of responsibility for keys until they receive this receipt. A copy of the receipt will be sent to the Department Key Controller of the spaces accessed. To obtain keys for the new space, a Key Request Authorization and Acceptance Form must be completed, approved, and submitted in accordance with the above procedures.

If the transferring employee has any electronic access, the employee's manager shall notify the Director of Public Safety or his/her designee via email to accesscontrol@rwu.edu to have the individual's electronic access authorization changed as appropriate.

Rekeying or Lost Keys

Locks may be rekeyed to reestablish security. Requests for rekeying should be initiated by the applicable University executive/Division-head. Approved requests should be sent via email to the Director of Public Safety or his/her designee at accesscontrol@rwu.edu. The cost of rekeying will be borne by the requesting department. If a key holder loses a key or fails to return a key to the Director of Public Safety, the key holder may, at the discretion of the appropriate University executive/Division-head, be charged, in part or entirely, for the cost of rekeying to reestablish security in the affected area.

Forgotten/Misplaced Key

During normal business hours, the Department Key Controller should be contacted. For access during non-business hours when a building is secured, the Director of Public Safety or his/her designee should be contacted via email at accesscontrol@rwu.edu. The Director of Public Safety or his/her designee shall have the discretion to make decisions regarding emergency access to buildings.