



Campus Key & Fob Control Policy & Procedures

Origin:	Facilities Management	Issuing Authority:	Vice-President, Finance & Operations
Responsibility:	Director, Facilities Management	Approved:	
Subject:	Campus Safety & Security Key & Fob Control	Authorized:	Director, Facilities Management
Policy Number		Effective Date:	September 1, 2017
Supersedes:	n/a	Revision Date (s):	September 2018

Purpose:

Provide security for campus facilities and maintain a comprehensive system to effectively and efficiently manage the fabrication, distribution, and collection of campus keys and fobs. This will provide CBU employees with sufficient access to perform their respective job duties and functions while maintaining a high level of security and restricting access to the general population.

Definitions:

Fob: a programmable hardware device that is used to provide keyless access to locked systems.

Authorized Person: a member of CBU President's Council (*Members of the President's council include the Dean or Director of your department*)

Policy:

All keys/fobs are the property of Cape Breton University, and the Director of Facilities Management is responsible for the overall administration of the key and fob systems.

Procedures:

1. Requesting Keys/Fobs:

All requests for campus keys/ fobs must be made through an *Authorized Person* and then forwarded to the Manager of Safety & Security to be approved and then distributed. Please submit a request using the Key/Fob Request Form & Agreement.

2. Retuning Keys/Fobs:

All campus keys/fobs must be returned upon the completion or the termination of the contract-of-use.

3. Key Inventory:

Each department shall maintain a complete and up-to-date key/fob inventory for their respectful departments that is to be reviewed and cross-referenced with the Manager of Safety & Security master list on a regular basis (minimum of a yearly basis).

4. Lost/Stolen Keys/Fobs:

All lost or stolen keys/fobs must be reported immediately to an *Authorized Person* and the Manager of Safety & Security before the creation or distribution of a new key/fob.

5. Forgotten Key/Fob:

In the event of a forgotten key/fob a request can be made with Campus Security to grant access to the necessary restricted areas. Proof of identification is required and access granted will be at the discretion of Campus Security, not the individual who forgot their key/fob.

6. Individual Responsibility:

All campus facility keys/fobs are the property of Cape Breton University and may be recovered at any time. Any unauthorized fabrication, duplication, possession, or use of keys/fobs to campus facilities is a direct violation of this policy and any employees or students discovered violating this policy are subject to disciplinary action.

7. Unlock Requests

In the event access to an otherwise secured area is required, the following procedures should be followed:

Offices

Individuals locked out of their own offices should contact the Campus Security (902)578-2316 for assistance. A campus security officer will be sent to verify identification and unlock the area in question. NOTE: Campus Security will only unlock offices for individuals assigned to that office. Requests by individuals for access into an office not their own will not be allowed without the approval of the person who occupies that office or an *Authorized Person*. Exceptions may be made based on extenuating circumstances at the discretion of the Campus Security with proper identification of the party requesting access and documentation as to the reason why access is needed.

Emergency Access

In case of emergencies (e.g. urgent maintenance, fire, etc.), the Campus Security and Facilities may need to enter a secured campus area. Once the emergency is addressed, every reasonable effort will be made to contact the individual responsible for the area entered so as to advise them of the need to access their area.

After Hours Access

Campus buildings are accessible to members of the campus community, guests and visitors during normal hours of business and during designated hours on weekends and holidays, depending on the variety of events and activities taking place on campus. Once buildings are secured, employees requiring access to academic or administrative buildings on campus must contact the Campus Security at (902)578-2316 to obtain access.

exceptions to these after-hour restrictions include faculty & staff who require access to campus for work/research/teaching

Under no circumstance will access be granted if it is determined that it may compromise the safety and security of the community and/or the University's facilities.

Confidentiality

The data collected is stored in a secure area and will be destroyed after 60 days. Information obtained through collection of data will be used solely for the security, health and safety of the campus community.

For greater certainty, the data is not monitored and will not be used for employee performance purposes.