

## Building Access Policy

### PURPOSE

The policies and procedures contained in this manual have been developed to ensure the safety and security of our students, staff, and faculty as well as to safeguard the University of Hartford's assets and personal property.

Note: For the purpose of this document, the term "key" will refer to a single key or multiple keys.

### REQUESTING A KEY

#### **A. Authorization and issuance of keys**

1. A key will be issued only to authorized individuals and not to a department for general use.
2. The individual requesting the key will complete a written request which may be submitted online, in a memo, or on a Work Request form available from the Facilities Department. Information submitted must include the name of the building, room number, key number, and the name of the individual to whom the key will be issued.
3. The completed request must be submitted to the appropriate dean, director, or administrative department head for approval as indicated by his/her signature. **No other signature will be accepted.**
4. When the request is approved and signed as noted above, it will be submitted to the Facilities Department for processing.
5. Any requests for a key that does not adhere to the previous guidelines will not be processed and will be returned to the requester.

#### **B. Making of Keys**

1. When the approved key request is received by the Locksmith Department, it will be reviewed prior to making the key to determine that the process has been followed and that the individual has authorized access to the area for which the key is issued.
2. The Locksmith Department will make the key, attach a copy of the request, and forward the key to the Public Safety Records Division.
3. No individual will be issued more than one key for any given building or area.

#### **C. Distribution of keys**

1. Upon receipt of the key and the copy of the work request, the Public Safety representative will contact the individual who will be issued the key.
2. When the individual is notified that the key is ready to be picked up, he/she will be required to appear at the Public Safety Department to obtain the key. Before any key is issued, the recipient will be required to sign the RECEIPT AND RESPONSIBILITY FOR KEY form. This form is an

agreement between the University and the recipient to abide by the terms of the University key policy. The recipient's signature will be witnessed by a Public Safety representative and copies of the RECEIPT AND RESPONSIBILITY FOR KEY form will be distributed. The white (original) copy will be given to the key recipient and the yellow copy will be retained and filed by the Public Safety Department.

3. The Public Safety Department Records Division will be responsible for the issuance of all keys to individuals and will maintain a filing system for RECEIPT AND RESPONSIBILITY FOR KEY forms. The Locksmith Department will keep a computerized inventory of all keys issued and to whom they were issued.
4. During University business hours, keys needed on a daily basis by University trades personnel, vendors, contractors, etc., will be issued by the Locksmith Department after receiving a signed order for work. The appropriate keys will be signed out to the authorized individual(s) from the Locksmith Department. Issued keys must be returned on the same day they were signed out. If it is necessary for the recipient of keys to work beyond University business hours, the keys will be returned to Public Safety after hours. **Under no circumstances are University keys in the possession of trades personnel, vendors, contractors, etc., to be removed from University property.**
5. As a rule, master keys and exterior door keys will not be issued. If special circumstances exist that warrant an exception to this policy, the request will be put in writing to the Director of Public Safety who, in conjunction with the Director of Facilities, will determine the validity of the need for these high level keys.

**D. Replacement of lost and/or stolen keys**

1. Each person issued a University key accepts full responsibility for safeguarding that key against loss by carelessness or theft.
2. If a key is known to be lost or stolen, the Director of Public Safety or designee will be notified immediately upon discovery of the loss or theft. A Public Safety representative will interview the key holder and submit a full report detailing the circumstances resulting in the loss or theft.
3. If the incident of a lost or stolen key is determined to be due to carelessness or negligence on the part of the key holder and it is determined that a security risk exists, a \$50.00 fine will be levied for each cylinder or door that the lost/stolen key operates. The locks affected will be changed. If there appears to be no security risk as a result of the lost or stolen key, the fine will be \$10.00 for each cylinder or door that the lost/stolen key operates. The key holder will be responsible for paying all fines incurred regardless if he/she requests a replacement key. Fines may not be paid from a University account associated with any department, but must be paid by the individual to whom the key was entrusted.
4. After all fines have been paid, the dean, director, or administrative department head may request that a new key be issued to the individual.

This request is to be submitted following the procedure outlined in section A. A Replacement key will not be issued until restitution for the lost or stolen key is made.

5. If the loss of the key was a result of a theft that was clearly without fault on the part of the key holder, the Directors of Public Safety and Facilities may jointly decide whether or not the fines will be waived.

**E. Return of keys**

1. Any individual who is issued a University key and leaves the employ of the University or transfers to another department will be required to return the key to Public Safety prior to leaving employment or transferring. **Under no circumstances are keys to be “passed off” or transferred to another person.** The individual replacing the terminating or transferring employee will follow the procedures outlined in section A in order to obtain a key.
2. When the key is returned, the copy of the RECEIPT AND RESPONSIBILITY FOR KEY form kept on file at Public Safety will be signed by the Public Safety representative to acknowledge the return of the key. The key will then be turned over to the Locksmith Department.
3. All issued keys are the property of the University of Hartford and are on loan to authorized individuals. Failure to return a key will result in a fine of \$500.00 or \$50.00 for each door the key operates whichever is the greater amount. Further, failure to return issued keys constitutes theft of University property and appropriate action will be taken to retrieve the key including pursuing the matter through legal channels.

**F. Transfer or duplication of keys**

1. Under no circumstances will any individual loan or transfer to any other person any University key which has been entrusted to him/her.
2. Duplication of any University key by any individual other than authorized agents of the University of Hartford Locksmith Department is strictly prohibited. Any individual found in violation of this policy will be subject to a minimum fine of \$1,000.00 and possible disciplinary and/or civil action.

**G. Entrance to buildings by individuals without keys**

1. Any individual whose University duties require him/her to enter a University building or office at a time when the area is secured may gain access to that area through the Public Safety Department.
2. No one will be admitted into any work area assigned for use by another without the permission of that individual or that individual’s supervisor.
3. Individuals who need access to their work space will go to the Public Safety Office. They will be required to show identification and complete the information in the access log.

4. When it is determined that the individual is authorized for access to the area requested, a member of the Public Safety Department will be dispatched to unlock the building and/or room.
5. Faculty or staff members authorized to enter a building after hours may not prop or otherwise compromise any entry or exit door.
6. Under no circumstances will persons be allowed to accompany the authorized faculty or staff member into the designated building unless notification is given to Public Safety prior to entry.
7. Any person(s) accompanying an authorized faculty or staff member must remain in the presence of the authorized individual at all times.
8. If the University is closed due to inclement weather or other emergency condition, entry into any building will not be granted. There will be no exception to this policy.

### **CARD ACCESS SYSTEM**

In addition to doors operated by keys, the University of Hartford uses a card access system in various locations throughout campus. With the exception of the Village Apartments, all residential buildings use an access control system on all exterior doors. Academic buildings have at least one exterior door that employs the card access system. All of the aforementioned systems report directly to the Public Safety Dispatch Center.

### **PROCEDURE**

#### **A. Obtaining authorization**

1. Only full time faculty and staff whose duties require their extended presence in their assigned work space and who have a specific need to enter buildings after hours may request authorization for after-hours access.
2. The BUILDING ACCESS REQUEST AGREEMENT form must be completed by the individual seeking access and submitted to his or her dean, director, or administrative department head.
3. After review of the need for after-hours access, the dean, director, or administrative department head will either approve or deny the request by signing the BUILDING ACCESS REQUEST AGREEMENT form, and if approved, will note the days and times that access will be allowed.
4. If access is approved, copies of the completed and signed BUILDING ACCESS REQUEST AGREEMENT form will be distributed as noted on the form. Once approval is granted, it is the responsibility of the dean, director, or administrative department head to forward a copy of the approved BUILDING ACCESS REQUEST AGREEMENT to the ID Office in Gengras Student Union. The staff in the ID Office will program the applicant's University of Hartford Identification card (access card) for access in accordance with the days and times noted on the BUILDING ACCESS REQUEST AGREEMENT form.

5. If access is denied, no further action is required.

Faculty and staff members who have been approved for after-hours access are expected to adhere to the following regulations and restrictions:

**B. Regulations and Restrictions**

1. Faculty and staff members may not lend their University of Hartford identification card (access card) to any other person.
2. Under no circumstances will individuals be allowed to accompany the authorized faculty or staff member into the designated building unless notification is given to Public Safety prior to entry.
3. Any individual accompanying an authorized faculty or staff member will be required to remain in the presence of the authorized individual at all times.
4. Faculty or staff members authorized to enter a building after hours will be held accountable for securing the entrance door after they have gained access. Doors will not be propped open or otherwise compromised.
5. If the University is closed due to inclement weather or other emergency condition, the card access system will be disabled, preventing anyone from entering secured buildings. University policy allows for general access one half hour prior to the start of classes. There will be no exception to this policy.
6. If a University of Hartford identification card (access card) is lost or stolen, Public Safety must be notified immediately of the loss or theft so the card can be disabled to prevent unauthorized use.

**If any of the preceding regulations or restrictions is violated, the privilege of building access after hours may be revoked.**