

Facility Access Control Policy

Statement of Policy

Kuyper College aims to provide a secure environment for members of its community and to protect personal safety and property by securing our facilities with a combination of mechanical and electronic access control systems. Such technologies, however, must be used only to meet the college's critical goals of security, and in a manner that is sensitive to interests of privacy.

Purpose

The purpose of this policy is to regulate means of access for all College staff, faculty, students and contractors to all facilities owned, operated and leased by Kuyper College.

The Kuyper College Campus Safety Department strives to enhance the quality of life of the campus community by integrating the best practices of public and private security with state of the art technology. A critical component of a comprehensive security plan is to use the most current technology available to the College. Two means of access control will be used and regulated on all properties: mechanical locking systems and electronic access points.

Policy

The use of mechanical and electronic locking mechanisms is recognized as a tool in reducing unwanted access to certain areas of the College. Kuyper College employees and student workers will be assigned keys/access cards in order to carry out their said duties at the College. The remainder of this policy will outline responsibilities of persons whom have been assigned keys/access cards, procedure for lost or stolen keys/access cards and procedure for requesting and returning keys/access cards.

Responsibilities

- Employees are to use their keys/access cards only to carry out their employee duties with Kuyper College.
- Keys/Access cards are never to be loaned out to anyone, including supervisors.
- No personal locking systems are approved anywhere on Kuyper College property.
- Under no circumstance will keys/access cards be duplicated.
- Keys/Access cards are to be reasonably safeguarded when not in use and if necessary spare keys/access cards are to be kept in a locked container.
- All defective or outdated keys/access cards are to be turned into the Physical Plant Department.
- Upon completion of his/her duties at Kuyper College, all employees are to immediately return all keys/access cards assigned to their person to the Physical Plant Department.

Lost or Stolen Keys/Access Cards

- In the event of a lost or stolen key/access card the employee must immediately report the incident to the Physical Plant Department.
- By agreeing to the Facility Access Control Policy employees or departments agree to the following financial responsibilities of lost or stolen keys/access cards:
 - Lost/Stolen Access Card = \$10

- Lost/Stolen room/office key = \$25
- Lost/Stolen exterior door key = \$250
- Lost/Stolen sectional master key = \$500
- Lost/Stolen grand master key = \$750
- If lost keys are found and the college has not disbursed funds to restore the colleges security a refund will be made. However, if new keys or new ID cards have been issued the cost for said items will be deducted from the total.

Requesting Keys/Access Cards

- All requests for keys will be made through the Physical Plant Department by the employee's direct supervisor.
- The Physical Plant will assign appropriate keys for the employee's task.
- In efforts to limit assigned sectional masters and grand masters, the Director of Facilities and Safety may alter the requests for keys to a more appropriate selection.
- All keys assignments are to be approved by the Director of Facilities and Safety.
- All grand master key assignments are to be approved by both the Director of Facilities and Safety, and the Vice President of Business and Finance.
 - No grand master or building master keys will be permanently assigned to student workers unless otherwise agreed upon by the Director of Facilities and Safety and the Vice President of Business and Finance.
- Recipient must sign acknowledgment of receiving keys and agree to the Kuyper College Facility Access Control Policy and terms stated within.

Returning Keys/Access Cards

- All recipients of keys/access cards will return said keys/access cards immediately in the following situations:
 - Their employment was terminated
 - Their position within the College changes and keys/access cards are no longer required
 - They resign from their position within the College.
 - The keys/access cards are determined to be unnecessary by the Director of Facilities and Safety upon further review.
- The following actions will be taken in situations where keys/access cards are not returned:
 - Final paychecks will not be issued.
 - New keys will not be issued if pervious keys/access cards have not been returned.
 - Employee will be charged for said keys/access cards.

This policy applies to all Kuyper College property and all faculty, staff, students and contractors in the use of mechanical and electronic access control mechanisms.

Approved By:

