

Access Control Policy

Category: Operations

Approval: PVP

Responsibility: Director, Risk Management

Date: September 1, 2005; Revised February 20, 2018

Definitions:

Change Keys – keys that allow access into a single room or a suite of two or three rooms all keyed alike; e.g. an office or office area.

Master Keys – keys that allow access into a group of rooms or buildings. There are three types:

1. **Grand Master:** allows access to all doors on a single keyway and is retained by the Locksmiths.
2. **Master:** allows access to all rooms in a building or several buildings, or a number of common function doors in one or more buildings; e.g., residence rooms, mechanical spaces. Employees must ensure Master keys are secured at all times and not taken off campus after work.
3. **Sub Master:** allows access to number of functionally or organizationally related rooms in a building such as all spaces controlled by a single department.

Shift keys – one or more keys that are issued to an employee for the duration of their work shift to allow them access to spaces that are not occupied and/or controlled solely by them. For example, a combination of master, sub master and change keys to allow a custodian access to all spaces in a building for cleaning.

Purpose/Reason for Policy:

The purpose of the Access Control Policy is to:

- Protect the personal safety of faculty, staff and students.
- Safeguard both university and privately owned material assets.
- Clearly define the approved procedures and authorities for access control at Trent University.

Scope of this Policy:

This policy applies to all Trent University owned infrastructure and access control systems. It applies to all employees, students, contractors and visitors who require key or card access to Trent infrastructure.

Policy Statement:

It is the policy of Trent University to safeguard persons and property by controlling access to university buildings so that only authorized users of a space have access to that space. To minimize the risk of lost or stolen keys, Trent University will work towards installing card access systems on all external doors.

Responsibilities:

VPs, AVPs, Deans, Department Chairs and Directors are responsible to authorize the issue of any keys or access cards for the facilities allocated to their unit(s). They may appoint Key Approving Authorities for this purpose. All requests for master or sub-master keys must be approved by the individual(s) who has authority to access all the spaces and facilities accessed by the master key, normally a Vice-President, AVP or Dean, in consultation with the Director, Risk Management.

The Director, Risk Management, through the Access Control Supervisor is responsible to approve the selection of cost effective access control systems to provide appropriate physical security commensurate with the risk inherent in each location. The Director, Risk Management will ensure adherence to this policy and has the authority to deny any requests for keys/cards that contravene the intent of this policy or compromise the security of the university. Such denials may be appealed to the Vice President Finance and Administration. The Director, Risk Management is responsible to decide whether re-keying is necessary to maintain security in the event of lost or stolen keys. The Access Control Office is responsible to receive and coordinate approval of all key and card requests. Key requests are forwarded to the Locksmith shop.

The AVP Physical Resources, through the Locksmith Shop and the Property Management Contractor for Durham is responsible for the selection, installation, maintenance, repair and replacement of door lock cylinders and lock sets. They are responsible to receive key and lock change requests from the Access Control Office and perform the requested work within a reasonable time frame. The Locksmith will prepare contractors' key rings as necessary for issuing by the Risk Management Department. The Locksmith is responsible to maintain up to date records of all keys produced, issued, returned and destroyed, as well as the keyways and codes for all locking devices installed throughout the university, with the exception of desks, cabinets etc.

Key Approving Authorities are responsible to determine that all persons requesting keys or cards to their departmental spaces have a bona fide operational requirement for the key or card. Any new requests for Master keys must be accompanied by a completed Police criminal record check form.

Key Approving Authorities are to determine whether any criminal conviction listed on the criminal record check places the university at risk, should a Master key be issued. Key Approving Authorities are to ensure that all keys and cards are recovered when the key holder leaves the university, changes departments or is no longer is authorized to enter the spaces accessed by the keys/cards. The Access Control Office is to be advised of such changes so keycards can be deactivated and advised whenever keys and cards are re-issued. Keys/cards that are no longer required may be returned to the Access Control Office Blackburn Hall 103.1.

Key Approving Authorities, requesting a change or upgrade to the standard locking system such as: re-keying, replacing lock sets and cylinders or installation of a different security system such as electronic (keypad), biometric or card access, are responsible to cover the cost of the change and the ongoing cost of maintaining the upgraded locking system from their departmental operating budget, unless the Director, Risk Management, in conjunction with the AVP Physical Resources, determines that the upgrade is required for the university to maintain appropriate security. The criteria for approving upgrades to the standard locking system are if the space is multi-occupant (4 or more) and/or if the space contains extremely sensitive, vulnerable, dangerous or valuable contents that cannot be effectively secured by the standard locking system. The department is also responsible for the cost

of replacing lost, stolen, broken or worn keys and the cost of re-keying in the event of lost or stolen keys. The department may recover these costs at its discretion from the individual who has signed out the keys.

Special Authorities. The Directors of Housing and Conference Services are responsible for controlling all keys accessing residence rooms and programming card access to residences during their respective seasons (Housing – Fall and Winter; Conferences – Summer). The Dean of Science via the Science Facilities Manager is responsible for programming card access to science buildings. The Head, Trent Durham via the Administrative Coordinator is responsible to control all interior room key access for the Durham campus.

Keyholders. Keys/cards to university spaces issued to individuals remain the property of Trent University. Upon receipt of a key/card, the individual key/card holder agrees:

- a. to the proper use and care of the key/card;
- b. to store master and sub-master keys securely on campus outside of working hours;
- c. not to loan, duplicate or use the key/card in any unauthorized manner;
- d. to return it to the issuing authority upon demand and/or when no longer required for bona fide operational reasons.

All Trent community members are responsible to refrain from installing unauthorized locking devices on university doors. To ensure access in the event of an emergency, no campus area may be secured except by a locking device approved by the Locksmith. Keys to filing cabinets, desks, cabinets, lockers etc. will remain the responsibility of the person in charge of the area.

Space allocation authorities are responsible to provide up to date lists annually to the Director, Risk Management of rooms and spaces allocated to each department/unit on campus. They are also to advise the Director, Risk Management of any changes to those lists as they occur.

Contact Officer:

Director, Risk Management

Date for Next Review:

February 2023

Related Policies, Procedures & Guidelines

- a) Employee Campus Card Policy

Policies Superseded by This Policy:

- a) N/A