

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>ACCESS CONTROL PROCEDURES</b>
<b>EFFECTIVE DATE:</b>	<b>July 1, 2003*</b> <b>(*Title Updates 2/24/05)</b>
<b>CANCELLATION:</b>	DCI 1370.1 (1/23/80)
<b>OFFICE:</b>	Administrative Affairs (AD)

**POLICY STATEMENT**

The purpose of Delgado Community College’s access control program is to ensure the safety of employees, students and visitors while safeguarding the physical assets of the College. The primary objective of Delgado Community College’s access control policy is to balance the goal of maximum utilization of and access to facilities with the need to control such utilization and access for safety and security purposes. These objectives are supported through responsible access privilege (key and electronic) control.

Maintaining accurate, effective access control – through metal keys and electronic devices – is critical to protecting individuals and physical assets. The recent addition of the Access Control System allows for more controlled access to buildings on campus. The Access Control System creates a record of times and dates when facilities are in use and allows for the automatic opening and closing of buildings and securing them after hours.

Specific procedures and responsibilities for operation of the Access Control System are outlined further in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To provide guidelines for access to College-owned and leased facilities through metal keys and electronic access cards.

## 2. **Scope and Applicability**

This policy and procedures memorandum applies to all College operating units and to all employees, students and visitors of Delgado Community College.

## 3. **Responsibilities**

### A. **The Central Access Control Administrator:**

- (1) Is assigned to the Campus Police Department and is responsible for the utility, security, maintenance and coordination of the card access system; and
- (2) Is responsible for coordinating with the Department Access Control Managers and the Satellite Campus Access Control Directors in providing and managing access to facilities.

### B. **The Department Access Control Manager:**

- (1) Is a management-level employee designated by each department head to serve as the department's liaison with the Central Access Control Administrator; and
- (2) Exercises the authorization, on behalf of the department head, to approve and assign employee access to facilities.

### C. **The Satellite Campus Access Control Director:**

- (1) Is a management-level employee of a satellite campus (West Bank Campus, Charity School of Nursing, and Northshore Campus) designated by the Campus Provost to serve as the campus's liaison with the Central Access Control Administrator; and
- (2) Exercises the authorization, on behalf of the Campus Provost, to approve and assign employees access to facilities on the campus.

### D. **The (Non-electronic) Key Control Manager:**

- (1) Is an employee of the Maintenance Department who maintains the master key control log for the College;
- (2) Ensures the master key control log is current and available to the Campus Police Department.
- (3) Coordinates the keying of all mechanical locks on campus; and

- (4) Works with the Central Access Controls Administrator in assuring security controls are in place for non-electronic key usage.

E. **The Campus Police Department:**

- (1) Provides authorized employees with access to buildings and offices when metal keys or access cards are not available.
- (2) Acknowledges and responds to alarms initiated by the electronic card access system; and
- (3) Conducts daily physical security inspections of facilities during and after hours.

F. **Each Employee:**

- (1) Is responsible and accountable for metal keys or access cards issued to him/her;
- (2) Reports loss or theft of a metal key or access card immediately to Campus Police and Key Control Manager;
- (3) Returns keys to department head upon request or at time of separation, termination or retirement from the College; and
- (4) Compensates the College for any costs incurred for any keys not accounted for while employed or at the time of employee's separation, termination or retirement from the College.

4. **Metal Key Control Guidelines**

- A. In the issuance of metal keys, individual College employees will be issued the following:
  - (1) The *lowest level key* in the system hierarchy that is necessary to provide access required by the individual's position and responsibilities; and
  - (2) The *least number of keys* necessary to properly conduct his/her job duties.
- B. ***All keys are property of the College.*** It is a violation of this policy for any employee to attempt to duplicate or to have duplicated any key issued by the College.

- C. Only the Key Control Manager is authorized to duplicate keys. College keys are marked with a distinctive stamp. The Key Control Manager maintains a master key control log for the issuance of metal keys.
- D. Keys are issued by the Key Control Manager upon receipt of a [Key Control Form](#), Form 1370/001 (Attachment A).
- E. The Maintenance Department is responsible for installing, maintaining, servicing, replacing and updating all locks used to secure College facilities and property.
- F. Individual room or area keys are issued to the appropriate department head. Each department head is responsible for issuing keys within his/her area of control and responsibility through the Department Access Control Manager.
- G. The loss or theft of a key must be reported immediately to Campus Police and the Key Control Manager by the person to whom the key was assigned.
- H. Each department head, or his/her designated Department Access Control Manager, is responsible for retrieving issued keys from employees prior to termination, separation or retirement from the College and immediately notifying the Key Control Manager of any changes in key access.
- I. Certain non-College personnel (e.g., telephone service, elevator service, certain vendors and contractors, and lessees of College facilities, etc.) may have an ongoing need for access to College facilities. In such cases the head of the unit that contracts for these services will provide appropriate access to the vendor or contractor. The department head must maintain a record of keys provided to non-College personnel and immediately provide this information to the Key Control Manager.

5. **Card Access Control Guidelines**

- A. Exterior doors are controlled by electronic access cards.
- B. To request an access card for an individual, [Access Card Request Forms](#) (1370/002) must be filled in completely listing the doors to which the cardholder is authorized to access and days and times the card will be active.
- C. An access card will be issued only with proper authorization from the employee's department head, the Department Access Control Manager (or Satellite Campus Access Control Director, if applicable) and the Central Access Control Administrator.
- D. The cardholder must immediately report to the Campus Police Department and the Central Access Control Administrator the loss or theft of an access card.

- E. The department head must immediately notify the Central Access Control Administrator in the Campus Police Department upon separation, termination, or retirement of a cardholder and must immediately retrieve the card from the cardholder, if possible.
- F. If a door is forced open or held open too long, an alarm is initiated.
- G. Modifying, removing or attempting to defeat or disable any access control systems are not permitted except in cases of system failure, maintenance or repair.

6. **Cancellation**

This policy and procedures memorandum cancels DCI 1370.1, *Lock and Key Control*, dated January 23, 1980.

*Attachments:*

Attachment A - [Key Control Form](#) (1370/001)

Attachment B - [Access Card Request Form](#) (1370/002)

*Review Process:*

Ad Hoc Committee on Access Control Policy 6/10/03

Business Affairs Council 6/17/03

Executive Council 7/1/03

*Distribution:*

Electronic Distribution Via Intranet and Email Systems