

 <p>Confederation COLLEGE</p> <p>COLLEGE PRACTICE</p>	Number: 4 - 4 - 23 - 02	# of Pages: 6
	Originator:	Public Safety
	Approved By:	Senior Team
	Replaces:	New
	Effective Date:	April 12, 2013
ACCESS CONTROL		

1. PURPOSE

In support of the College's *Access to Facilities* policy, this practice articulates the process used to control access to and within College campuses, offices and facilities.

2. DEFINITIONS

- 2.2 "Access Control" refers to the physical, electronic and administrative measures used to manage access to College facilities.
- 2.3 "Access Level" refers to the extent of access, measured in days of the week, dates, times and doors, provided by an individual electronic key or card.
- 2.4 "Building Hours" refer to the hours during which the doors to a College facility are open.
- 2.5 "Extended Service Hours" refer to the hours of operation outside normal business hours during which the services of a particular Department, School, Campus, office or service area are provided.
- 2.6 "Key Holder" refers to the person to whom a key, key fob or key card is issued.
- 2.7 "Key Level" refers to the extent of access provided by an individual key within a nested hierarchy of keys in a single series, with an operating key providing the least access (opening one lock); and a grandmaster key providing the widest access (opening all locks) within the series.
- 2.8 "Key Ring" refers to a set of keys issued to a local manager on behalf of a Department or School. The key ring is intended to be borrowed within the Department or School on a temporary basis, for periods of time of less than one day. Use of a key ring is under the authority of the local manager.
- 2.9 "Local Manager" refers to a manager in a Department or School who has authority, responsibility and accountability for a physical space, and for the management of access to that space.
- 2.10 "Normal Service Hours" refer to the hours during which College services are normally available: generally, Monday to Friday, 8:30 AM to 4:30 PM, local time.

2. SCOPE

This practice applies to all College campuses, offices and facilities.

3. ROLES

4.1 Local Manager.

- 4.1.1 A local manager is responsible for authorizing requests to access spaces under his or her control. A local manager may authorize access by signing a *Key Request Form* (Appendix A), an *Electronic Key / Card Request Form* (Appendix B), an *Entry Permit* (Appendix C), or by authorizing the request in writing and forwarding it to Public Safety.
- 4.1.2 A local manager may not authorize access to spaces that are not under his or her control.

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- 4.1.3 A local manager may not authorize his or her own *Key Request Form* or *Electronic Key / Card Request Form*.
 - 4.1.4 When a space is occupied jointly by more than one Department or School, it is incumbent on the local manager who receives a request to access the space to advise the requester that he/she will also need to obtain the permission of the other local managers sharing the space.
 - 4.1.5 A local manager may attach conditions to an approval of an *Entry Permit* (Thunder Bay Campus), or to a written authorization to access a space, in order to meet his or her obligations to ensure that adequate supervision is provided when permitting access to areas with high risk and/or high value materials or equipment. Such conditions may include, but are not limited to, dates, times of day, and required supervision.
 - 4.1.6 A local manager is responsible for ensuring that a space under his or her control is adequately secured when the facility is closed.
 - 4.1.7 When advised that a facility has been inadequately secured when the facility was closed (e.g. doors left open, doors closed but unlocked, etc.), it is the responsibility of the local manager to determine why the space was left unsecured and to implement measures to ensure that the space is secured in the future.

4.2 Managers Responsible for Certain Contractors

Managers who are responsible for certain contractors who access facilities to provide routine services (e.g. housekeeping, etc.), or emergency services, are responsible for providing notice to local managers that contractors will be accessing their space, and for ensuring that the contractor adequately secures the space when their work is complete.

4.3 Individual Employees, Volunteers, or Contractors

Individual employees, volunteers, or contractors, have a right of access to a space outside regular or extended service hours, when they are in receipt of a key, or an electronic key or card, authorized by the local manager having authority over the space, or when the local manager provides written authorization (hard copy or electronic) to Public Safety authorizing them to provide physical access to the space for the individual employee.

4.4 Individual Renters or Lessees

Individual renters or lessees have right of access to the facilities that they have rented or leased, per the terms of their agreements with the College. Keys, or electronic keys or cards provided to individual renters or lessees, per the terms of the agreements, will be issued on approval of a *Key Request Form* and/or an *Electronic Key / Card Request Form* by the local manager having authority over the space.

4.5 Individual Learners

- 4.5.1 Individual learners at the Thunder Bay Campus have a right of access to a space, outside regular or extended service hours, when they have submitted an *Entry Permit* (Appendix C), authorized by the local manager having authority over the space, to the Public Safety office.
- 4.5.2 Individual learners at Regional Campuses, offices and facilities have a right of access to a space, outside regular or extended service hours, when they have the written authorization of the local manager having authority over the space.

4.6 Public Safety

- 4.6.1 The Senior Manager, Public Safety, or designate, is responsible for verifying access permissions authorized by local managers through *Key Request Forms*, *Electronic Key/Card Request Forms*, *Entry Permits*, and written authorizations.
- 4.6.2 The Senior Manager, Public Safety, or designate, is responsible for programming approved electronic access card groups, and approved access levels,
- 4.6.3 In facilities where Public Safety – Security Guard service is provided, Guards will conduct routine patrols to ensure that doors are opened and locked according to posted service and building schedules; and that all spaces are adequately secured when the facilities are closed.
- 4.6.4 When a facility is found to be inadequately secured when the facility is closed, the Guard will secure the facility and ensure that the local manager is advised.
- 4.6.5 If requested by an individual to open a locked office or other space, a Security Guard will open the door on verification by the individual of their right of access to the space.
- 4.6.6 When conducting patrols of closed spaces or facilities, a Security Guard may request verification that an individual using the space has right of access to the space.

5. PROCEDURES

5.1 Key Request Form (Thunder Bay Campus)

Refer to section 6.1 of the **Key and Lock Control Practice: 4-4-23-03**

5.2 Electronic Key Request Form (Thunder Bay Campus)

Refer to section 6.2 of the **Key and Lock Control Practice: 4-4-23-03**.

5.3 Entry Permit (Thunder Bay Campus)

- 5.3.1 A student who requires access to a space outside normal service hours will complete an *Entry Permit* (Appendix C), obtain permission from the local manager who has responsibility for the space; and submit the entry permit to the Public Safety Office.

5.4 Access Control: Regional Campuses, Offices and Facilities

- 5.4.1 Local managers at regional campuses, offices and facilities are responsible for authorizing access to the facilities over which they have control.
- 5.4.2 Local managers at regional campuses, offices and facilities are responsible for documenting which employees, learners, contractors, volunteers, renters and lessees have approved access at the regional campuses, offices and facilities.
- 5.4.3 Local managers at regional campuses, offices and facilities are responsible for documenting the disposition of all keys issued, by Key Holder, key number, date of issue and scheduled date of return.

APPENDIX A: KEY REQUEST FORM



KEY REQUEST FORM (KEY AND LOCK CONTROL PRACTICE 3-1-11-03)

Return completed form to Public Safety, Shuniah Building, Room 142, or e-mail publicsafety@confederation.on.ca.

Date of Request (DD / MMM/ YYYY):

IDENTIFICATION

Department or School Affiliation: _____

Surname: _____ First Name: _____

Address: _____ City: _____ Postal Code: _____

Telephone (Home): (_____) _____ - _____ Telephone (Work): (_____) _____ - _____

- | | |
|---|---|
| <input type="checkbox"/> College Employee: Support Staff
<input type="checkbox"/> College Employee: Faculty
<input type="checkbox"/> College Employee: Administration
<input type="checkbox"/> College Student (Not Employed by College or SUCCI)
<input type="checkbox"/> College Volunteer
<input type="checkbox"/> Ontario Work Study Student (Employed by SUCCI) | <input type="checkbox"/> College Contractor: Specify Organization: _____
<input type="checkbox"/> Employed on Campus (Not by College): Specify Organization: _____
<input type="checkbox"/> Renter or Lessee: Specify Organization: _____ |
|---|---|

KEYS REQUESTED			DEPARTMENT USE ONLY		
Building	Room Number	Description (eg. office, welding shop, conference room, etc.)	Lock Type (eg. Russwin or Best)	Key Type (ie. Operating Key, Submaster, Master)	Key Number

DATES KEYS REQUIRED

Date Required From (DD / MMM / YYYY): ____ / ____ / ____ Date Required To (DD / MMM / YYYY): ____ / ____ / ____

AUTHORIZATION FOR REQUEST

Name of Dean, Director, Chair or Manager Authorizing Request (Print): _____
 Signature of Dean, Director, Chair or Manager Authorizing Request: _____

KEY RECEIPT

- I accept full responsibility for the key(s) described above.
- I will retain the key(s) in my possession, for my personal use only. I will not loan, give out or transfer my key(s) to anyone.
- I will report lost, misplaced or stolen keys immediately to Public Safety (623-0465).
- I will not duplicate the key(s) described above. I will not permit others to duplicate the key(s) described above.
- I will return the key(s) to Public Safety as requested, when I leave the employ of the College, or when I am no longer a student, contractor, renter, or lessee at the College.
- I understand and agree that violation of this agreement may render me responsible for the expense of replacing keys, locks and / or lock hardware for the affected areas, should my key(s) be lost, misplaced, stolen, duplicated, loaned, given out or transferred.
- I understand that I will be personally responsible for paying a fee of \$10 per key for the replacement of a lost, misplaced or stolen key.
- I also understand that if I do not return the key(s) at the end of my contract, a holdback of \$100 may be applied against my last paycheque or applied to my account, in accordance with the "Key and Lock Control Practice 3-1-11-03".

Date of Receipt (DD / MMM/ YYYY): ____ / ____ / ____ **Signature:** _____

APPENDIX B: ELECTRONIC KEY / CARD REQUEST FORM



**ELECTRONIC KEY / CARD REQUEST FORM
(KEY AND LOCK CONTROL PRACTICE 3-1-11-03)**

Return to Public Safety, Shuniah Building, Room 142, or e-mail publicsafety@confederationc.on.ca.

Date of Request (DD / MMM / YYYY):

IDENTIFICATION (Append class list, if requesting same access for multiple learners.)

Department, School or Program Affiliation: _____

Surname: _____ First Name: _____

Address: _____ City: _____ Postal Code: _____

Telephone (Home): (____) _____ - _____ Telephone (Work): (____) _____ - _____

- College Employee: Support Staff
- College Employee: Faculty
- College Employee: Administration
- College Student (Not Employed by College or SUCCI)
- College Volunteer
- SUCCI Employee
- College Contractor: Specify Organization: _____
- Employed on Campus (Not by College): Organization: _____
- Renter or Lessee: Specify Organization: _____

ACCESS REQUESTED **DEPT. USE**

Building	Room Number	Specify Established Access Level, or Complete Columns 1 to 3:			Electronic Key Number
		1. Days Required (S, M, T, W, Th, F, Sa)	2. Start Time (e.g. 08:00 hrs.)	3. End Time (e.g. 17:00 hrs.)	

DATES ELECTRONIC KEYS / CARDS REQUIRED

Date Required From: DD/MMM/YY ____ / ____ / ____ Date Required To : DD/MMM/YY ____ / ____ / ____

AUTHORIZATION FOR REQUEST

Name of Dean, Director, Coordinator or Manager Authorizing Request (Print): _____

Signature of Dean, Director, Coordinator or Manager Authorizing Request: _____

ELECTRONIC KEY / CARD RECEIPT

- I accept full responsibility for the electronic key(s) / card(s) described above.
- I will retain the key(s) / card(s) in my possession, for my personal use only.
- I will report lost, misplaced or stolen key(s) / card(s) immediately to Public Safety (623-0465).
- I will not loan, give out or transfer my key(s) / card(s) to anyone.
- I will return the key(s) to Public Safety or to my Coordinator, as requested, or when I leave the employ of the College, or when I am no longer a student, contractor, volunteer, renter, lessee or visitor at the College.
- I understand and agree that violation of this agreement may render me responsible for loss or damage to equipment, materials or facilities should my key(s) / card(s) be loaned, given out, transferred, lost, misplaced and/or stolen.
- I will personally pay a fee of \$10 per key for the replacement of a lost, misplaced or stolen key or card.
- I also understand that if I do not return the key(s) or card(s) at the date noted above ("Date Required to"), or at the end of my contract, a holdback of \$100 may be applied against my last paycheque or applied to my account, in accordance with the "Key and Lock Control Practice".

Date of Receipt (DD / MMM / YYYY): ____ / ____ / ____ Signature: _____

APPENDIX C: ENTRY PERMIT



ENTRY PERMIT

SPECIAL NOTES:

- Only the individual who has authority over a space, may approve after-hours access to the space. The individual may place conditions on the use of the space, including dates, times and required supervision.
- You may present the approved Entry Permit at the Public Safety Office, Shuniah Room 142, 8 AM to 10 PM, M—F.
- An entry permit is valid for one entry only. You must be in the building prior to building closure.
- You must present the yellow copy of the entry permit to a Public Safety—Security Guard, on request.
- For film shoots, please attach the names of the cast and crew to this permit. (Separate Entry Permits are not required for each member of the cast and crew, provided that the cast and crew stay with the permit holder named below.)

<< Public Safety: Phone: 623-0465 >>
 << Visit us: Shuniah Building, Room 242 >>
 << E-mail: publicsafety@confederation.on.ca >>

DATE ENTRY PERMIT REQUIRED: _____

TIMES — FROM: _____ **TO:** _____

ROOM(S): _____

NAME OF STUDENT (One Name Per Permit): _____

DEPARTMENT / PROGRAM: _____

PRINT Name of Person Authorizing Access: _____

SIGNATURE of Person Authorizing Access: _____

WHITE COPY: PUBLIC SAFETY; YELLOW COPY: STUDENT

RECEIVED & REVIEWED (INITIAL): _____