STOCKTON UNIVERSITY

PROCEDURE

Access Control for University Property

Procedure Administrator: Vice President for Facilities and Operations
Authority: N.J.S.A. 18A-64-8
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Index Cross-References:
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Approved By: Dr. Harvey Kesselman, President

This procedure outlines the process for faculty and staff to obtain keys or electronic access to appropriate University property.

I. DEFINITIONS

Electronic Access: Operation of an electronic lock or device with the use of the University issued identification card or other credential.

Master Key: A key or assigned electronic access that opens multiple doors.

II. RESPONSIBILITIES

The Supervisor of Access Control is responsible for electronic access, staff and faculty replacement identification cards, master keys, key records, duplicate keys and the issuance of original or replacement keys for all University buildings and equipment.

Signatures of employees acknowledging receipt will be obtained for each key issued by Access Control. Personnel transferred to new locations on campus will return any keys issued for prior locations.

All keys for any University locking device or vehicle shall be furnished to Access Control for cataloguing and distribution. These keys will be maintained by Access Control as the original keys to ensure future access to the locking device or vehicle.

III. PROCEDURE

A. Assignment of Keys

Keys and/or assigned electronic access/identification cards are available for full and part time employees. Temporary employees and student employees may also be assigned keys and/or electronic access/identification cards.

If keys or assigned electronic access/identification cards are needed for other areas outside an employee's unit, proper authorization for access to that area must be obtained from the Divisional Executive or designee. Once approved, the required Work Request is forwarded to Access Control.

Master Keys are issued by Access Control through Work Request with written

approval from an employee's Divisional Executive or designee.

Employees who require access to University buildings during times when the buildings are secure may request keys and/or an assigned electronic access/identification card to the outside building doors. All requests must be approved by the Divisional Executive or designee. Once approved, the required Work Request is forwarded to Access Control.

Keys are issued at the Access Control office.

B. Initial Electronic Access/Identification Cards

Electronic access/identification cards for employees are programmed by Access Control and issued at the Registrar's Office. In order for Access Control to program the initial access, an employee's Department Head, or their designee, must submit a Work Request indicating the access needed. Replacement electronic access/identification cards for employees are issued at the Access Control office. Identification cards for affiliates are issued by the Office of Information Security.

C. Lost or Damaged Assets

Damaged or non-functioning electronic access/identification cards or keys will be replaced by calling Access Control to notify them of the damage and making arrangements to surrender the damaged card or key and obtaining a new one from the Access Control office.

Lost or stolen electronic access/identification cards or key(s) are to be reported by employees immediately to the Stockton University Police Department, Access Control, Divisional Executive or designee, and immediate supervisor. Lost or stolen identification cards should also be reported through Get.cbord.com/Stockton as referenced in Procedure 6417 - Identification Card Replacement. Lost keys typically necessitate lock change(s). If a Divisional Executive or designee or the Director of Campus Public Safety makes a request for lock change(s), the cost of such change(s) may be the responsibility of employee's budget unit.

D. Access to Secured Buildings

When buildings are secured, the Stockton University Police Department may, in emergency situations and at their discretion, admit employees who have been properly identified and who have a legitimate business reason to access University buildings.

E. Returning Assets

Employees terminating service with the University shall surrender keys and any other assets as part of their exit interview.

Review History:

	Date
Procedure Administrator	08/05/2021
Divisional Executive	08/17/2021
General Counsel	10/07/2020
Cabinet	08/26/2021
President	08/26/2021