



Access Control Policy

USG Policy 4a (4.00) | Approved by Executive Director on November 21, 2022

I. Purpose and Applicability

This policy defines the management of all mechanical and electronic access control systems for exterior and interior door-locking systems for all buildings and structures on the Universities at Shady Grove (USG) Campus. This policy does not include locks for desks and cabinets which are managed by USG Facilities Management staff.

II. Definitions

- A. *Campus User*: students, faculty or staff from any USM Institutional partner with a valid USG ID card; affiliated business partners; USG Administrative staff, and affiliated contractors such Food Service and Security personnel.
- B. *Cipher-Locks*: mechanical or electronic locks that allow users to gain access by entering a code on the keypad.
- C. *Electronic Access*: any exterior or interior door that can be opened and/or unlocked with a swipe card or other electronic means.
- D. *End-users*: personnel who are granted control over or access to specific USG spaces; i.e. offices, storage spaces, or kitchens.
- E. *Key Access*: any exterior or interior door that can be opened and/or unlocked with a physical key.
- F. *Lenel Electronic Access System*: system that detects the use of swipe cards, proximity cards, and other electronic means to verify the access permissions of authorized users and subsequently unlocks specific doors to allow access.
- G. *Lock Cores*: the portion of the lock hardware where the key is inserted.
- H. *Master Keys and Sub-Master Keys*: keys that open multiple doors even though those doors may have individualized user keys. Sub-master keys will open a group of doors within a specific building (suite-sub-masters, classroom sub-masters, office-sub-masters, etc.) while master keys, with some exceptions, will open all doors in a specific building.
- I. *User-Keys*: keys issued to an end-user of an assigned space. User keys generally open only one specific door, but in some cases, multiple doors may be fitted with the same lock core. All keys are issued to individual end-users; not to departments or organizations.

III. Policy Statement

- A. The USG Public Safety Office manages all key and electronic access control systems for exterior and interior door-locking systems for all buildings and structures on the USG campus.
- B. Exterior Doors
 - 1. All exterior doors to USG buildings are locked and unlocked on schedules set and maintained by the Public Safety Office. Except in emergency situations, only the Public Safety Office is permitted to deviate from locking and unlocking schedules. The Public Safety Office alters opening and closing schedules for holidays, weather or emergency related late-openings, early-closures, and daily closures.
 - a) Any Campus User wishing to alter the locking and unlocking schedule for exterior building doors must submit a written request to the Public Safety Manager at least five business days prior to the date of the requested change. The request must include the rationale for the change as well as the specific date and time of the change. Requests will be reviewed by the Public Safety Office who will notify the requester of the decision.
- C. Keys, electronic access, and cipher-codes to USG buildings and facilities are reserved for the exclusive use of persons employed at the USG campus (USG staff, partner institution faculty and staff, and other employees of USG). All keys, electronic access, and cipher codes will only be distributed to authorized users of those spaces as dictated by the assigned uses for those spaces, in accordance with the USG Space Policy 4 (1.00).
- D. Entry Codes for doors with cipher-locks are managed by the Public Safety Office. Codes will be changed at least once per year, but may be changed more frequently upon request. Requests should be made via the USG Facilities [Work Order](#) form.
- E. Lost or damaged keys must be reported to the Public Safety Manager within one business day. Lost or damaged keys will be replaced at no cost for the first occurrence. The cost of additional keys will be billed to the department or program it was assigned to. The cost of any lock core changes necessitated by lost keys will be billed to the receiving department.
 - 1. Lost photo ID Cards containing electronic access permissions must be reported to the Public Safety Manager within one business day.
- F. End-users are required to sign a receipt for their key(s) and upon separation from USG, must return their key(s) to their Program Director or their designee, the Public Safety Office, any on-duty Security personnel, or to the USG Human Resources office. The

Public Safety Office will delete electronic access permissions that may have been granted.

- G. The [Workspace Assignment and Resource Access form](#) must be submitted before the Public Safety Office can issue keys or grant electronic access.
- H. Sub-master keys will only be issued to housekeeping staff, Program Directors, USG Directors whose offices or suites have a specific sub-master, or those with a documented job requirement. If the offices or suites do not have a specific sub-master, a ring of individual back-up keys may be provided. Sub-master keys and back-up key rings are not to leave the USG campus and should be safely secured when not in use. All USG sub-master keys will be contained on a tamper-proof keyring provided by the USG Public Safety Office.
- I. Master keys will only be issued to Security personnel, Facilities personnel, or those with a documented job requirement. Master keys are not to leave the USG campus and should be safely secured when not in use. All USG master keys will be contained on a tamper-proof keyring provided by the USG Public Safety Office.
- J. Requests for additional keys made by Program Directors or their designees must be submitted via the [Workspace Assignment and Resource Access Form](#). Upon request, an additional key for any office assigned to their Program may be issued to the Program Director. Back-up keys will be contained on a tamper-proof keyring provided by the USG Public Safety Office.
- K. Requests for lock changes, made by Program Directors, or their designees, must be communicated to the Public Safety Office by submitting a Facilities [Work Order](#).
 - 1. Lock changes deemed necessary for security purposes by the Public Safety Manager will be completed without billing.
 - 2. Lock changes requested for convenience, or other purposes, will be billed to the requesting Department and will be agreed upon before any work begins.
- L. Permissions for Key, Electronic, or Cipher-Lock Access
 - 1. **Exterior Building Doors:** No user-keys will be issued for any exterior building door on the USG campus. Exterior doors that are key-accessed will be opened and/or secured by USG Security personnel. Electronic unlocking will be programmed by the Public Safety Office in accordance with building operating hours.
 - 2. **Classrooms:** No user-keys will be issued for any classroom space on USG. Key-access classrooms will be opened and/or secured by USG Security personnel. Electronic access classrooms will be programmed by the Public Safety Office in accordance with Space Use Policy 4 (1.00).

3. **Break-out/Study Rooms:** No user-keys will be issued for any break-out/study rooms on the USG campus.
1. **Laboratories** and associated support spaces are only to be used for scheduled academic classes, approved open lab periods, contracted partnerships, and maintenance and laboratory preparations. Laboratory use must be monitored at all times by an instructor, Teaching Assistant, Graduate Assistant, Program Director or other program staff with the appropriate Environmental Health and Safety training. Use outside of approved times is not permitted.
4. All offices are assigned per the USG Space Use Policy 4 (1.00). End users will be issued one user key that opens their office.
5. Conference Rooms may be either key-access or electronic-access. No user-keys will be issued for any conference rooms on USG. Key-access conference rooms will be opened and/or secured by USG Security personnel according to their usage schedule.
6. Other spaces on the USG campus (storage, equipment spaces, specific shops or labs, and building-support spaces) may be assigned to end-users, departments, or academic programs. Electronic and/or key access will be granted on a case-by case basis.
7. Student access or other temporary access to specific spaces may be authorized by Program Directors and USG staff directors with prior approval from USG Public Safety. The list of authorized users will be maintained by USG Public Safety. The entity that grants access is responsible for additions, updates, and deletions and is required to be updated annually.

IV. Related Documents

- A. [Workspace Assignment and Resource Access Form](#)
- B. [Facilities Work Order Form](#)
- C. [Space Use Policy 4 \(1.00\)](#)

V. Revision History

Date	Description	Revised By
11/2022	Initial Policy Creation	Mike Wahl