



OIT 62.012: Electronic Access Control Card and Lock Policy

Responsible Executive : Chief Information Officer (CIO)
Responsible Office: Office of Information Technology
Related Policy: NSU 60.201: Acceptable Use of Technological Resources
Approved-On Date: December 17, 2009
Effective Date: December 17, 2009
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Policy Statement

The Office of Information Technology (OIT) will ensure that effective procedures are established for the issuance, use, and return of Electronic Access Control (EAC) ID cards and keys used in conjunction with OIT managed electronic locks installed in University facilities.

Purpose

The policy will serve as a framework by which electronic access to OIT spaces will be issued, monitored and maintained. The OIT, Spartan Card Office, Facilities Department, and the Norfolk State University (NSU) Police Department shall implement and oversee the procedures set forth herein and shall work closely with the campus community to ensure that all access needs are met. The aforementioned departments are responsible for ensuring the enforcement of this policy.

Procedures

I. Authority and Responsibility

The Director of OIT is authorized to initiate procedures necessary to implement this policy. The Facilities Department is responsible for maintaining electronic access control hardware. The OIT is responsible for the maintenance and updates of the Electronic Access Control software, B.A.S.I.S. ET.

II. Approving Authorities

Department heads and/or their designees are authorized to approve electronic access to individuals within their department. They will also be responsible for verifying the physical existence of keys they have authorized and for keeping track of those keys and EAC cards.

III. Issuance of NSU ID Card

The Spartan Card Office is responsible for issuing all NSU ID cards. It is the responsibility of all NSU employees to have an NSU ID card. Any employee requesting Electronic Access must already have a NSU ID card.

A. Vendor Access

Vendors needing access to portions of university property (i.e. telephone or vending companies) will be issued ID cards by the Spartan Card Office. A NSU Sponsoring Department should submit a request for Vendor access using the OIT Request Form / Information Security Access Agreement that is available online at <http://www.nsu.edu/forms/>

B. Ownership of EAC Cards

All NSU EAC ID cards remain the property of NSU. Obsolete and unneeded EAC ID cards must be returned to the Spartan Card Office for disposal and clearing of the account of the person charged and the liability of the authorizing account.

C. Emergency Access

The NSU Police Department has access to all University-owned and leased buildings.

D. Terminating Employees

It is the responsibility of the terminating employee to return all NSU identification with electronic access. It is the supervisor's responsibility to inform terminating employees of this requirement.

IV. Required Signature(s) for Issuing Electronic Card Access

No electronic access card will be issued without the appropriate approval. Department head and/or supervisor approval is required for all requests.

V. Authority and Responsibility of NSU EAC ID Card Recipients

Individuals are responsible for reporting lost or stolen EAC ID cards immediately to the NSU Police Department. Failure to report lost or stolen keys or EAC ID cards or possession of a duplicated or unauthorized key and/or loaning of University keys and/or EAC ID cards may result in appropriate disciplinary action.

A new OIT Request Form / Information Security Access Agreement that is available online at <http://www.nsu.edu/forms/> must be submitted to OIT before a replacement EAC ID card is activated. Individuals are responsible for returning their EAC ID cards when they leave the University or are no longer needed.

VI. Restriction of Electronic Access

To restrict electronic controlled access to a particular area or facility, the authorized individuals shall make a written request to the OIT.

VII. Electronically Controlled Access Spaces

Electronic access is available for some university facilities. The OIT Request Form / Information Security Access Agreement that is available online at <http://www.nsu.edu/forms/> must be submitted to OIT in order to obtain an EAC ID card.

Any access control device installed in a University owned or leased building or space must be approved by Facilities Management. This will include (at a minimum) a mechanical key locking device, a centrally monitored activated device, and a locally controlled card activated device. NSU uses Stanley's B.A.S.I.S. ET Access Control Systems as a standard.

VIII. Procedures for Key Control and Issuance

- A. Key requests for each person requesting a key shall be submitted to the Facilities Management Center via the Key and Lock Request Form that is available online at <http://www.nsu.edu/forms/index.html>
- B. Individuals receiving keys must have valid University identification at the time of issuance. Access will be issued ONLY to the person whose name appears on the Key Request form.
- C. In the event that a key is lost or a lock is re-keyed, a new Key and Lock Request Form shall be submitted to the Facilities Management Center.

IX. Procedures for Re-Keying Locks

- A. The Facilities Department will review all requests for re-keying lock(s) and shall approve or disapprove of each request.
- B. The re-keying of locks will only be performed by the NSU Locksmith.

X. Liability and Service Charges

Key control and building access are primary concerns of the NSU Police Department and accountability is paramount. The expenses incurred from a lost or stolen key and/or access card may be shared by those departments and/or individuals who use the service.

XI. Electronic Access Control/Spartan ID Card Auditing

The approving authority will determine the continuing need for electronic access. Electronic access should be regularly monitored and audited to ensure that those who have access are authorized and have a legitimate business need.