Control of Keys and Access Cards

1.0 PURPOSE

1.1 This policy is intended to maintain the integrity of the key and access card collection at Simon Fraser University while effectively addressing the needs of community users for appropriate access to University space. Accountability for all keys and cards issued is paramount to the personal safety and physical security of Simon Fraser University’s staff, faculty and students as well as being a vital component in the protection of assets for the University and its various departments and faculties.

2.0 POLICY:

2.1 The custody and control of keys and access cards to doors of all buildings on Campus is administered by the appropriate Responsible Officer as identified in Appendix I (Responsible Officers).

2.2 All keys and access cards remain the property of Simon Fraser University.

2.3 Keys/access cards will be issued only with appropriate authorization in writing from the relevant department.

2.4 Authorized key/card requests must:
   a. Identify the individual for whom the key/card is requested;
   b. Provide the key number, if known, or doors requiring access;
   c. Identify a date by which the key/card will no longer be required (end date), if known;
   d. Provide an account code to which applicable costs/deposits can be charged; and
   e. Identify whether the department or the employee is responsible for any applicable deposit.

2.5 Once issued to an individual, the custody and control of a University key and/or access card is the sole responsibility of the individual. The person to whom a key and/or access card is issued must sign for it in person at the Campus Security office (Burnaby Campus), the Operations Office (Vancouver Campus), or the Facilities Office (Surrey Campus). Signing acknowledges that the user understands that the key or access card:
   a. is issued solely for their specific use;
   b. cannot be transferred to another person;
   c. remains the property of the University; and
   d. when no longer required, must be returned to the issuing office in person by the individual to whom it was issued.

2.6 No persons shall be issued more than one restricted key/access card per door.

2.7 The unauthorized transfer or duplication of keys/access cards is considered a serious breach of security and may be subject to disciplinary action by the University.

2.8 Departments responsible for authorizing the release of keys and/or access cards to an individual must inform the issuing office when the department is aware that the individual is leaving the University or is no longer permitted use of the keys/cards. Departmental signing authorities are responsible to endeavour to ensure that all keys are returned to security by
staff whose employment has concluded or whose access permissions no longer allow use of issued keys/cards.

2.9 Where the receipt of a key/card request raises a concern, the request may be refused/suspended until the concern has been reviewed with the applicable Departmental Chair/Director or Dean. The Department Chair/Director or Dean will advise in writing whether the requisition is justified and should be filled.

2.10 Campus Security may assess charges and collect deposits for issuing keys/access cards. Procedures relating to the responsibility for costs, short-term access, area exclusions and the hardware associated with keys/cards accompany this policy.

PROCEDURES ESTABLISHED UNDER THIS POLICY

Keys/Access Cards - Procedures

APPENDIX I: ROLES AND RESPONSIBILITIES

Responsibility for administering this Policy is vested with the following University officers.

<table>
<thead>
<tr>
<th>Location</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burnaby Campus</td>
<td>Assistant Director, Campus Security</td>
</tr>
<tr>
<td>Vancouver Campus</td>
<td>Manager, Operations</td>
</tr>
<tr>
<td>Surrey Campus</td>
<td>Director, Facilities</td>
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</tbody>
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APPENDIX II: KEY REQUISITION FORM