

The University Of Nebraska- Nebraska College Of Technical Agriculture developed this policy to ensure reasonable access to its Curtis campus facilities while maintaining appropriate levels of security.

## 1. DEFINITIONS

**Authorized Person** – NCTA faculty, staff, student, or affiliate as defined by the NCard Office, and determined by departmental authority to require access to a controlled area for University business.

**High Security Access** – Access that opens a space that has been determined by NCTA Security, Environmental Health and Safety (EHS), or a NCTA Department to require tighter control and additional access restrictions because of the contents or activities conducted within. Because safety and security concerns are heightened during non-business hours, access via exterior entrance doors to buildings is considered High Security Access.

**Interior Key** – A key that provides access to an interior space that has not been determined by NCTA Security, EHS, or a NCTA Department to require tighter control or access restrictions.

**Key Coordinator** – A designated person to manage and control keys and access to space on Campus and not deemed high security.

## 2. FACILITY ACCESS MANAGEMENT

- a. Business Operations maintains a system of keys and locks to all academic and administrative building doors. No keys may be duplicated by departments or individuals. All access devices remain the property of NCTA and will not be sold or in any other way transferred to an individual outside the limits of this policy.
- b. Access into NCTA buildings is managed by NCTA Security. NCTA Security maintains the official records of the assignment of High Security Access. Key Coordinator is responsible for records of key assignments to interior spaces. Key Coordinator will maintain a centralized database that departments may use to track interior, department issued keys.
- c. Request for any NCTA student to be given key access to academic and administrative buildings may be submitted in writing to the NCTA Executive Staff and Dean's Council so they may carefully review and determine if necessary.
- d. During non-business hours, the entrance doors of all buildings will be locked to maintain a safe campus. The Deans and Department Heads/ Division Chairs may authorize NCTA Security to grant access to areas under their control to persons authorized to be conducting University business outside of those normal operating hours.

- e. Key Coordinator shall make the determination of whether interior door security needs to be restored due to a key(s) that has been lost, stolen, improperly duplicated or not returned. For shared spaces, department(s) that originally authorized issuance of an Interior Key may be required to pay the cost to restore interior building security. (The cost to restore building security includes labor and materials required to change the locking mechanism on each door that the missing key operates, and the cost to re-issue keys to all individuals who have authorized access through the affected doors.)

NCTA Security, after consultation with affected departments, shall make the determination of whether security needs to be restored for all High Security doors.

- f. A fee will be assessed to the department for an Interior Key is lost or stolen.
- g. A lost or stolen Master Key may require a 100% rekey of the NCTA campus, therefore, assigning a Master Key to any employee may require the stipulation that the employee's unit be held responsible for the financial impact of loss. Master Key assignments are to be avoided.
- h. If a key pad code has been given to a person without granted access, it is up to the Division chair to change the code immediately following the discovery of the breach.
- i. A request for issuance of High Security Access may initiate access verification by the NCTA Executive Staff and Dean's Council.
- j. Deans or Department Heads/ Division Chairs may submit requests to extend or reduce normal building hours for individual buildings when necessary to fulfill the University's mission. Requests shall be submitted in writing to NCTA Security.

### **3. NCTA DEPARTMENT RESPONSIBILITIES**

NCTA Department Heads/ Division Chairs are responsible for security of their primary interior spaces.

Campus Department Heads/ Division Chairs designate the individual(s) who has access to its primary interior spaces.

Temporary use of an area outside of the individual's primary area will be taken under careful review by the key coordinator and/or campus security before a key will or will not be issued.

The Key Coordinator is responsible for maintaining an inventory of keys assigned to individuals. Key Coordinator will coordinate with departments periodically regarding key assignments and will be available throughout the year for consultation to help effectively manage interior keys. This will help ensure that only a limited amount of keys are going to the department/ division areas to reduce the risk of being lost or stolen.

#### **a. High Security Access**

High Security Access is issued to individuals by NCTA Security or its delegates following appropriate Departmental approval. By authorizing issuance of a High Security Access to an individual the Departments Heads/ Division Chairs agree to:

- i. Verify that the individual is authorized to conduct University business within a secure space.
- ii. Immediately notify Key Coordinator when an individual's External Key is lost or stolen or the key pads have been breached.
- iii. Immediately notify Key Coordinator when an individual is no longer authorized for High Security access or the individual is separating from the University.
- iv. Actively attempt recovery of Exterior Keys from individuals who are no longer authorized to use the keys or the individual is separating from the University. Recovered keys should be returned to Key Coordinator. Division Chairs should change the code to the key pads immediately once the individual is separated.

**b. Interior Keys**

Interior Keys are managed and issued to individuals by the Key Coordinator. By issuing such an Interior Key to an individual, the Departments Heads/ Division Chairs agree to:

- i. Verify that the individual is authorized to conduct University business within a secure space.
- ii. Immediately notify Key Coordinator when an individual's Interior Key is lost or stolen or the key pads have been breached.
- iii. Actively attempt recovery of Interior Keys from individuals who are no longer authorized to use the keys or the individual is separating from the University. Recovered keys should be returned to Key Coordinator. Division Chairs should change the code to the key pads immediately once the individual is separated.
- iv. Key Coordinator will maintain accurate and current records for all Interior Keys issued and recovered by the Departments Heads/ Division Chairs.

**4. PERSONAL BUILDING ACCESS RESPONSIBILITIES**

Individuals issued access rights to a building or interior spaces are responsible to safeguard their key(s) and to maintain security of the campus building or area that the key/ key pad opens. By accepting access rights an individual agrees to:

- Protect the Interior/ Exterior Key from theft or loss.
- Not duplicate, loan or allow any other individual to use the key/ key pads for entry.
- Assure that doors are relocked after entering or leaving.
- Assume responsibility for the conduct of any person the key/ code holder allows to enter a locked facility.
- Immediately notify NCTA Security when the individual's key is lost or stolen or the key pads have been breached.
- Return Interior Keys to the Key Coordinator on demand and prior to separation from the University. Division Chairs should change the code to the key pads immediately once the individual is separated.

## **5. ACQUIRING FACILITY ACCESS**

### **a. High Security Access**

High Security Access is issued by NCTA Security or its delegates. Procedures to obtain a High Security Access are:

- i. The Department Heads/ Division Chair that manages the particular space authorizes by submittal of a Key Request Form, to Key Coordinator. With Dean or Department Heads/ Division Chair authorization, the Key Coordinator may submit the Key Request which must include the name of the person who will be assigned access and any access limitations.
- ii. The Key Coordinator is responsible for managing the High Security Access for Campus.
- iii. High Security Access will be granted via physical key or key pad.

### **b. Non-High Security Access**

Department Heads/ Division Chairs may request Interior Keys for areas assigned to his/her Department. Key Coordinators distribute and manage interior keys for department personnel.

- i. The Key Coordinator is responsible for tracking the key distribution to its personnel.
- ii. Issued Interior Keys are picked up in the Assistant Dean's Office by submitting a Key Request Form.