ACCESS CONTROL POLICY

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<th>Applicable Employee Classes:</th>
<th>Revised Date:</th>
<th>Approved by:</th>
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<tr>
<td>All</td>
<td>11/30/2017</td>
<td>Dr. T. Dwayne McCay, President</td>
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PURPOSE

This policy defines responsibilities and outlines the procedures for regulating access to Florida Institute of Technology facilities. Balancing access with security is essential for both the safety and the smooth operation of the University.

RESPONSIBILITIES

*Deans and Vice Presidents (and official designees)* authorize access in respective areas, and:

- Provide *Information Technology* with updates of electronic lock access through Footprints for personnel changes.
- Work with *Facilities Operations* to conduct an annual key audit.
- Collect hard keys from employees transferring to another department; employees expected to be on extended leave; and return the keys to *Facilities Operations*.
- Collect all hard keys and ID Cards from resigned employees.
- Provide *Information Technology* and *Facilities Operations* with any assigned official designees.

*Key Holders* maintain possession of assigned keys, and:

- Do not loan, transfer, duplicate or dispose of hard keys or ID cards for any reason.
- Sign a Key Holder Agreement before issuance of any keys.
- Return hard keys and ID cards upon departure from the University to the respective *Dean, Vice President* (or official designee).

*Facilities Operations* maintains control of all hard keys, mechanical locks and:

- Maintains inventory of all un-issued hard keys and associated locks/hardware.
- Maintains hard key database, associated locks/hardware and authorized *Key Holders*.
- Reviews hard key request authorization in cooperation with requesting departments to verify the requested level of access is appropriate, and that issuance would not create an unacceptable security risk.
- Issues approved hard keys to contractors, maintenance personnel and tenants.
- Annually conducts key audit with each department.
- Maintains AD 200 and CM locks.

*Campus Services* issues, retrieves and maintains hard key inventory to residential facilities.
Information Technology maintains control of electronic access and ID cards:

- Maintains inventory of ID cards and associated electronic access hardware.
- Maintains database of ID Card Key Holders, associated electronic access hardware and Door Managers.
- Manages database of ID card access systems and authorized ID Card Holders.
- Maintains AD 250 locks.
- Reviews ID card access authorizations in cooperation with requesting departments to verify the requested level of access is appropriate, and that issuance would not create an unacceptable security risk.
- Issues approved ID card access to students, faculty, staff, contractors, maintenance personnel and tenants.
- Annually conducts ID card access audit with each Door Manager.

Human Resources collects all hard keys and ID cards from personnel that are terminated for cause; and personnel that are placed on leave.

Exit paperwork is considered complete when hard keys are returned to Facilities Operations and ID cards are returned to Information Technology.

PROCEDURE

Hard Key Requests

A request for keys is initiated by a Dean, Vice President, or official designee, who submits a Key Authorization and Request Form, located at www.facilities.fit.edu. The Facilities Operations Locksmith responds and assists to identify appropriate access requirements, and verifies proper authorizations before delivering hard keys. Documentation issued by a Dean or Vice President naming official designees having access control responsibility for a particular department must be on file with Facilities Operations.

Hard keys may be temporarily issued to external contractors, vendors or tenants. Requests for temporary external contractor and vendor assignments shall include the date of expiration of these responsibilities to ensure timely return of hard keys, combinations, or other access credentials. Deans, Vice Presidents, or official designees ensure the keys are returned at the end of the temporary assignment. On-campus contractors (National, Barnes & Noble, ELS, etc.) and tenants will be issued hard keys under the supervision of Deans, Vice Presidents or official designees.

Electronic Card Access Requests (AD200 and CM Locks)

A Dean, Vice President, or official designee grants and assigns access to spaces within respective areas, and provides periodic updates to Information Technology. Facilities Operations then reprograms the AD 200 and CM locks weekly. Keys are not issued for electronic locks equipped with hard key override.

ID Card Access Requests

A request for ID Card Access is initiated by a Dean, Vice President, or official designee, who submits an ID Card Access Authorization and Request, through https://footprints.fit.edu. The ID Card Services department responds and assists to identify appropriate access requirements, and verifies proper authorizations before activating ID Card access. Documentation issued by a Dean or Vice President
naming official designees having access control responsibility for a particular department must be on file with ID Card Services.

ID Card Access may be temporarily issued to external contractors, vendors or tenants. Requests for temporary external contractor and vendor assignments shall include the date of expiration of these responsibilities to ensure timely return of ID Access Cards or other access credentials. Deans, Vice Presidents, or official designees ensure the ID Access Cards are returned at the end of the temporary assignment. On-campus contractors (National, Barnes & Noble, ELS, etc.) and tenants will be issued ID Card Access under the supervision of Deans, Vice Presidents or official designees.

In residence halls, Campus Services maintains and assigns the inventory of hard keys. Requests are made by contacting Campus Services. Campus Services and ID Card Services maintains access control and programs access for ID Cards.

Levels of Authorization

Hard Keys – Facilities Operations

- **Master Hard Key**: Operates all hard key locks within a particular building. These permissions are issued on a very limited basis and require approval of the Dean, Vice President and Director of Facilities Operations. If more than one department is located in the same building, a master key likely will not be issued. Likewise, if a department is located in multiple buildings, a single master may not be available.

- **Sub-Master Hard Key**: Operates all locks within a particular area or suite. Sub-master hard keys are typically issued to department heads and require approval of the Dean, Vice President and Director of Facilities Operations. Sub-master hard keys on occasion (when necessary) issued to maintenance personnel and returned at the end of each shift.

- **Operating Hard Key**: Operates a specific single lock. Operating hard keys are assigned by a Dean, Vice President or official designee for issue to faculty, staff and/or students.

ID Card Access – ID Card and Campus Services

- **Security One ID Card Access**: Operates all ID Card Access Readers on campus. These permissions are issued on a very limited basis and require approval of the Dean, Vice President and Director of Campus Services or Manager of Campus Services IT.

- **Security Two ID Card Access**: Operates specific ID Card Access Readers at academic buildings. These permissions are issued to department faculty, maintenance and custodial and require approval of the Dean, Vice President and Director of Campus Services or Manager of Campus Services IT.

- **Security Three ID Card Access**: Operates specific ID Card Access Readers at residence hall buildings and assigned apartments. These permissions are issued to Residence Life staff members and require approval of the Dean, Vice President and Director of Campus Services or Manager of Campus Services IT.
- **Student ID Card Access**: Operates a specific assigned residence hall and an assigned apartment. The permissions are issued to student residents at assigned residence halls and assigned apartments. *Campus Services* issues assigned residence hall and apartment access to students.

**GENERAL INFORMATION**

Missing keys and ID cards must be reported immediately to *Security*, and the appropriate Dean or Vice President. *Security and Facilities Operations* will then determine the extent of a potential breach. Missing hard keys usually result in re-keying of all affected locks, the cost of which will be borne by the department to which the key was assigned. Missing ID cards are deactivated and reassigned as needed.

Installing personal locks in any University facility is prohibited, excluding lockers and similar storage.

Many doors are intended to be locked at all times and must never be propped open nor their locking mechanisms tampered with in any manner.

Spaces specifically designated as mechanical or electrical rooms, custodial storage, or telecommunications rooms are restricted for access by maintenance personnel.