

## **Physical Security and Card Access Policy**

This policy supports the University's efforts to maintain a safe and secure campus while providing necessary access to campus facilities. The policy governs our electronic access and how access is granted to cardholders. It distinguishes the access procedures relating to academic and non-academic buildings, and access protocols for different members of the university community.

### **Definitions**

**Access Control** - Control of entry and/or exit to an area by any means (mechanical or electronic).

**Access Control Key** - Any device used to gain entry and/or exit to a controlled system -- normally a mechanical key, card key, or fob.

**Authorized Signatory** - University employee empowered to authorize individual access, key issuance, and building lock/unlock schedules for buildings under his/her control. Each of the following positions is an "Authorized Signatory:"

- Department Chair
- Department Head
- President
- Provost
- Vice President
  
- Vice Provost

**Departmental Access Coordinator** - A university employee assigned by a unit administrator and/or Dean or Vice President who coordinates access to facilities within his/her area of responsibility.

**Electronic Access Control** - Access control using electronic or electromechanical devices to replace or supplement mechanical key access. Electronic access is administered through a computerized card access control system operated by Physical Security and Public Safety and maintained by Physical Security.

**Electronic Access Control Application Administrator** - University Physical Security employees who is responsible for operation of the

electronic card access system and the entering and deletion of access control authorizations.

**Electronic Access Software System Administrator** - University IT employee who is responsible for maintenance of the electronic card access software.

**University Facilities** - All buildings owned, rented, leased by, or under the control of the university including residence halls, leased housing, and student activity buildings; all structures owned, rented, leased by, or under the control of the university such as parking garages, amphitheater, stadiums, tents, and trailers; and temporary contractor/subcontractor facilities, tents, and structures located on university property.

## **Electronic Access**

The university has two main types of access systems: mechanical keys and locks and electronic access. Electronic access is a campus-wide card access system consisting of an access control database and server; access control hardware that is installed in individual buildings; and the UConn Husky One (ID) Cards that are held by individual users. The electronic access control system is centrally administered by Physical Security. Electronic access is provided by a person obtaining an ID card and that card being granted specific access rights. Departments may also be granted administrator rights in the electronic access control system when approved. When granted, administrator rights in the electronic access system will be limited to only those buildings for which a department has responsibility. The electronic system is operated and maintained by Physical Security. All requests for repairs of card access hardware or requests to add access to an individual are made through a work order through the operations center. Requests for additional access readers to be added to a door or building can be made through this link.

<https://publicsafety.uconn.edu/fmbio/life-safety-systems/intake-form/>

## **General Facility Access – Overview of Access Systems and Opening and Closing Hours**

**Academic, Administrative, and Auxiliary Buildings.** As a general rule, academic buildings are open Monday through Friday between the hours of 6 a.m. and 10 p.m., administrative buildings are open Monday through Friday between the hours of 7:30 a.m. and 5:30 p.m., and auxiliary buildings are open based on the function of the facility and services provided. Authorized Signatories may request an adjustment of the buildings hours controlled by the electronic access system to better suit a specific need, either on an ongoing or one-time basis. For buildings that are used for events after normal building hours the request will be made to Physical Security via a work order by the scheduling office or the organization sponsoring the event.

**Residence Halls, Greek and Special Interest Housing.** University residence halls, fraternities and sororities are locked at all times and accessible only by access card or key. Any office or authorized individual requiring an exception to the above (e.g. service, construction, move-in, move-out) must get approval from Residential Life in advance of the activity. Residential Life handles the administration for any access into their buildings.

### **Authority and Responsibility for Access; Authorized Signatories**

**Administrative Authority and Responsibility.** The Physical Security Department is responsible for the overall administration of the university's access control system in partnership with Public Safety. The Physical Security Department is responsible for managing and maintaining the mechanical keying system and for coordinating new and replacement key systems. Physical Security is responsible for repair and maintenance of the electronic access control system.

**Authorized Signatories and Departmental Access Coordinators.** It is recommended that university Vice Presidents, Deans and Department/Unit Heads designate a Departmental Access Coordinator. These coordinators will serve as the primary liaison with Physical Security for access approved by Authorized Signatories and assist departmental staff in obtaining access to their workspaces. These designees may obtain administrative access in the system to grant their users access to spaces under their purview.