

Custodial Operations Security Access Devices Maintenance and Responsibility Policy

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(E2Y)

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Reference(s): (UPPS 08.02.01 Control of Keys to Facilities)

I. PURPOSE:

A standard procedure is required to insure that *security access devices* (keys, electronic lbuttons, Employee ID cards and electronic DUO authentication fobs) are issued only to authorized employees in order to maintain security of facilities, equipment, furnishings, books, and confidential material.

II. EXPECTATIONS:

- A. All Supervisory staff are responsible for maintaining security access control within their scope of service responsibility and on a daily basis.
- B. **Duplication** of any university security access device, other than that done via university policy and procedure, is strictly forbidden, and is punishable by termination of employment for employees.
- C. **Loaning of any university security access device** or transferring security access devices is strictly forbidden unless other arrangements have been approved by the Director or Assistant Director.
- D. **Campus Master Keys** will only be issued to Custodial Crew Supervisors and above for areas within their scope of service responsibility.

III. PROCEDURES

- A. **Custodial Operations** will issue appropriate security access devices to each new employee based upon their position and service location. All security access devices will be signed out on the Key Issue Form and this documentation will remain in individual employee files until they are returned to the office permanently upon transfer or termination.
- B. All security access devices connected to key rings are to be handed directly to individual employees by Supervisors or designee and returned in the same manner. At no time is a key box to be left open for employees to access on their own or for any other reason.

Electronic Key Boxes permanently installed/affixed to a building constitute the one exception where individual employees would access their assigned devices.

- C. Line staff custodians will turn in their security access devices (with the exception of ID Cards) at the end of each shift and/or when leaving campus for the day to the Supervisor or designee. All devices assigned to individuals must be turned in by that individual unless other arrangements have been approved by the Supervisor.
- D. Employees will immediately turn in any broken, bent, gouged or otherwise damaged security access devices to their Supervisor for replacement.
- E. Vehicle Keys are not to be left in unattended vehicles under any circumstances.
- F. **Each Custodial employee shall certify by their signature below that "I have read this policy and further understand:**
 - a. I am responsible for the security access devices issued to me and for immediately reporting their loss or theft to my supervisor or department head as well as to the University Police Department.
 - b. The security access devices issued to me may not be transferred or loaned to another person. I understand that unauthorized duplication, use, or possession of university security access devices is not allowed.
 - c. Duplication of any university security access device, other than that done via university policy and procedure, is strictly forbidden, and is punishable by termination of employment for employees.
 - d. All security access devices will be returned immediately to my supervisor or department head upon my transfer to another department, termination of employment (exception of Employee ID for retirement), withdrawal from school, or when the use of the devices become unnecessary or unauthorized.

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IV. CERTIFICATION STATEMENT

This policy has been approved by the following individuals in their official capacities and represents Custodial Operations policy and procedures from the date of this document until superseded.

Director, Custodial Operations

Assistant Director, Custodial Operations

