

**UNIVERSITY POLICY**

<b>Policy Name:</b>	Access to University Facilities				
<b>Section #:</b>	30.1.8	<b>Section Title:</b>	Administration and Public Safety	<b>Formerly Book:</b>	6.3.8; 20.1.10; 30.1.8
<b>Approval Authority:</b>	Executive Vice President, Strategic Planning and Operations & COO		<b>Adopted:</b>	3/64	<b>Reviewed:</b> 2/27/2017
<b>Responsible Executive:</b>	Executive Vice President, Strategic Planning and Operations & COO		<b>Revised:</b>	12/9/99; 4/13; 7/1/2013; 10/10/2013; 4/15/2014; 2/27/2017	
<b>Responsible Office:</b>	University Public Safety		<b>Contact:</b>	<a href="mailto:policies@publicsafety.rutgers.edu">policies@publicsafety.rutgers.edu</a>	

**1. Policy Statement**

Security is one of the primary concerns for Rutgers, The State University, and an essential element of security is maintaining satisfactory access control so that facilities may be properly restricted for access only by those who are authorized to do so. Issuance of any access should be careful and systematic; inadequately controlled access results in reduced security.

**2. Reason for Policy**

To establish responsibility for proper access to university facilities.

**3. Who Should Read this Policy**

All members of the Rutgers University community.

**4. Resources**

30.1.10 Identification Card Issuance and Usage

**5. Definitions**

N/A

**6. The Policy**

Access to University facilities is issued only to authorized individuals, units or departments when required for the daily conduct of University business. Departments are responsible for issuing and tracking physical keys and maintaining accurate access records. Access is issued in the strict trust that proper measures will be taken to ensure physical security of facilities. Loss of keys and other access devices can result in great financial loss to the University and expose members of the University community to unnecessary risk. Departments, units, and/or individuals will be held financially liable for losses incurred by the loss of University keys and other access devices including the cost of re-keying all locks compromised by the loss.

As part of this policy it is the responsibility of each department to appoint a representative(s) whose responsibilities will include retrieving keys from employees who separate from the department and/or the University, returning those keys to the appropriate campus authority, providing notification of such separation to the appropriate campus contact who maintains card access for the separated

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employee, and/or terminating any card access a separated employee may have to access controlled doors. An appointed representative must be a full-time employee of the University.

There are two types of keys issued by the University: the standard metal or hard key is issued for most interior building doors and many exterior doors; plastic card keys are needed for exterior entrance doors and selected interior doors. This type of key is used where electronic card access is required. Card access systems may only be installed by an authorized campus public safety authority, and not by individual units or departments.