University Policy 9080

Access Control

Effective Date

July 1995

Last Revision Date

December 2019

Responsible Party

Department of Public Safety, (208) 426-6911
Facilities Operations and Maintenance, (208) 426-1409

Scope and Audience

This policy applies to all points of access to the University campus.

1. Policy Purpose

To establish University policy regarding access control to the campus.

2. Policy Statement

The University controls access to its facilities to promote and maintain the safety and security of University students, staff, and visitors; protect University property; secure University records; and protect the integrity of University research projects.

3. Responsibilities and Procedures

3.1 General Guidelines

All hardware, keys, and access cards issued under this policy are the property of Boise State University.

3.2 Responsibility for Access Control

3.2.1 Administrative Responsibilities

a. The Chief Financial and Operating Officer and Vice President for Finance and Operations has overall responsibility for the granting of access to University facilities, issuance of all keys and access cards, and the delegation of related duties.

b. The Facilities Operations and Maintenance Department (FO&M) is responsible for all access systems hardware, and the overall administration of physical keys for all University facilities, except those operated by Student Housing. Student Housing is responsible for administering key control for the buildings they operate. The administration of physical keys includes, but is not limited to: installation of key locks, establishment of procedures for and the issuance of keys, maintenance of records and controls to provide accountability for all issued keys, and administration of periodic audits (at least annually) of key records to ensure keys are assigned and accounted for appropriately.

c. The Department of Public Safety is responsible for the administration of the electronic access systems for all University facilities, except those operated by Student Housing. Student Housing will work in collaboration with the Department of Public Safety for the administration of electronic access control for the buildings they operate. The administration of the electronic access system includes, but is not limited to maintenance of the software; establishment of procedures for authorization access; maintenance of records and control to provide accountability for all who are issue access; deactivation of access upon notification of loss, theft, termination or change in status; and administration of periodic audits (at least annually) of access records to ensure access is assigned and accounted for appropriately. The Associate Vice President for Public Safety may terminate any or all access privileges deemed necessary to address a serious security concern.

3.2.2 Department Responsibilities

Each University department is responsible for designating an Access Coordinator who will manage access control for that area. This individual is responsible for the following:

a. Requesting access and keys for department members and University affiliates and visitors (per University Policy 7035 – Affiliates, Affiliate Faculty, and Volunteers);

b. Collecting keys and initiating action to restrict access from individuals upon their departure from the university, transfer to another department, or when access is no longer needed;

c. Notifying FO&M when physical keys are transferred between members of the department so University records can be updated;

d. Immediately reporting any lost keys or access devices (cards, fobs, etc.);

e. Securing and accounting for any inventory of keys or cards issued to the department for temporary use by students or other authorized individuals; and

f. Reconciling key and access records with FO&M and the Department of Public Safety in response to periodic audits, or upon request.

3.2.3 Individual Responsibilities

a. Access to University facilities is provided for the exclusive use of the individual access is issued to, and may only be used in the individual's official capacity at the university.

b. All physical keys must be returned to the Access Coordinator when changing departments, or upon termination or departure from the university.

3.3 Duplication

Reproduction of University keys, or access cards, by anyone other than authorized personnel in the Facilities Operations and Maintenance Department, Student Housing, or the Department of Public Safety, is prohibited.

3.4 Issuance of Cards

The issuance of cards to be used with the access control system is the responsibility of the Bronco Card Office. The Bronco Card Office is responsible for:

a. Issuing access cards with proximity reader capability to eligible individuals and inputting this information on the card access database; and

b. Developing procedures related to the issuance of these cards.

3.5 Control of Information in Card Access Database

Information in the card access database is considered confidential and will be restricted to authorized individuals. Only the Associate Vice President of Public Safety, or authorized designee, will have the rights to generate usage reports from this database.

Revision History

August 2004; January 2008; December 2019