



Policy 6: Access Control: Building Keys

Purpose

This is a statement of policy regarding access control of classrooms, offices and other spaces occupied by Virginia Tech in the Northern Virginia Center. This policy will serve as the framework by which keys to the Northern Virginia Center will be issued, monitored, and maintained. The Northern Virginia Center Facilities Manager, with the assistance of the Key Control Office within the Physical Plant Department and the Virginia Tech Police Department, shall implement and oversee the procedures.

Objectives

1. To achieve maximum physical security with minimum logistics.
2. To establish control of the campus keying system including key duplication and distribution.
3. To establish a recorded chain of accountability for all keys issued.
4. To restore physical security in a timely manner whenever key control has been compromised.

Policy

This policy applies to any individual who is granted authorized access to the Northern Virginia Center to all keys and devices that control access to the Northern Virginia Center.

University Guidelines

1. No person shall knowingly possess an unauthorized key to property owned by the Commonwealth of Virginia through Virginia Tech. The Northern Virginia Center Facilities Manager's Office is the only authorized vendor for Northern Virginia Center keys.
2. All keys remain the property of Virginia Tech. Keys that are no longer needed shall be promptly returned to the departmental Key Control Designate or to the Northern Virginia Center Facilities Manager's Office.
3. All members of the university community are responsible for keys assigned to them.
4. Lost or stolen keys must be reported immediately through the appropriate program director to the Northern Virginia Center Facilities Manager.
5. Installing, changing, or removing locks shall be performed only at the request of the Northern Virginia Center Facilities Manager's office.
6. Installation of electronic keypads, proximity readers, biometric locks, or card readers, require the approval of the Northern Virginia Center Facilities Manager. Unauthorized locks are prohibited on doors and, if found, will be removed and discarded. Any damage or repair necessitated by the removal of unauthorized locks will be the responsibility of the department found in violation of this policy.
7. Keys should at no time be left unattended (i.e., hanging in a door lock, lying on a desk, etc.).
8. Only the Northern Virginia Center Facilities Manager and the Building Engineer shall have access to the Northern Virginia Center master key or the storage box containing master keys at any time.

Departmental Responsibility

1. Program directors or their designees shall be the only personnel authorized to request keys or lock changes within their respective departments. Departmental designees shall have their authority delegated in writing by their respective program director.
2. Each department shall establish and implement a key control record-keeping system that will ensure accountability for all departmental keys, using the attached form. All records will be considered high security and confidential, and they shall be kept current at all times. Whenever a key audit is requested, each department shall provide all key control records and departmental keys upon request.
3. Each department is responsible for developing and enforcing a key return policy. All students, faculty, and staff members must promptly surrender all university keys assigned to them upon termination or transfer to another department.
4. Keys are not to be transferred from their assigned carrier to another without proper departmental authorization.
5. Each department is responsible for the total cost of lock changes and for new keys to secure areas compromised by lost or stolen keys.

Procedures

1. The program director or the designated staff will complete a Northern Virginia Center Key Request and return it to the Northern Virginia Center Facilities Manager's Office. The Facilities Manager will notify the requestor via e-mail when the keys are available. **No keys will be released until they are signed for.**
2. Anyone who wishes to limit access to their space must contact the Access Control Manager for assistance. The Access Control Manager will evaluate the request and may seek the assistance of the Northern Virginia Center Facilities Manager, Virginia Tech Police Department, Environmental Health and Safety Services, and the Director of Physical Plant in arriving at a decision. During the evaluation process, the potential risks associated with delayed or restricted access in an emergency situation will be considered. Parties requesting limited access to spaces must have a plan in place to ensure that a responsible person is available on a 24-hour basis in case a situation requiring urgent access should arise. Costs associated with approved limited access requests will be the responsibility of the requesting department.

Policy Enforcement

When an audit of keys reveals any lock for which all keys cannot be accounted, the Northern Virginia Center Facilities Manager will arrange to have the lock re-keyed, and the individual department will bear the total cost.

The university regards any violation of this policy as a serious threat to security, including security compromises caused by failure to retrieve keys from departing users. Individuals who violate this policy are subject to the terms described in the following sections of the *Code of Virginia* and applicable sections of the *Standards of Conduct and Performance* for state employees.

*18.2-503. Possession or duplication of certain keys:

1. No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or a department, division or agency thereof, without receiving permission from a person duly authorized to give such permission to possess such key.

2. No person, without receiving permission from a person duly authorized to give such permission shall knowingly duplicate, copy, or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia, or a department, division, or agency thereof.

Violation of this section shall constitute a class 3 Misdemeanor (Code 1950, *18.1-408; 1972, C. 1939; 1975, CC 14, 15)

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