SECTION 707
ACCESS CONTROL AND BUILDING SECURITY

SOURCE: NDSU President

1. The Facilities Management Department is charged with the responsibility to coordinate access control and building security policies.

   1.1 Each department/unit is responsible for ensuring that proper building security practices are maintained by each respective department. This includes, but is not limited to:

      1.1.1 Ensuring appropriate use of access control to maintain a secured area;

      1.1.2 Financial responsibility for re-keying or reissuing the ID card by the respective department in the case of lost, misplaced or stolen keys or ID Cards;

      1.1.3 Return of key(s) and requesting removal of access of a department member or student who no longer needs access to an area.

   1.2 Employees will be issued a card, at the expense of the respective department. (See Policy 703 - NDSU Card Terms and Conditions, section A.10.)

2. Authorization for access is provided by using the Key Request form for keys or the Card Access Request form. Upon the receipt of an authorized request, the Facilities Management Department will prepare the key(s), or grant access.

   2.1 Duplication of an ID card/key, is strictly forbidden and may result in personal financial responsibility and/or disciplinary action against the individual responsible for the duplication.

   2.2 All keys issued through this authorization process are considered property of the University.

   2.3 Immediately report lost, found or stolen ID cards to the University Police at 231-8998.

3. There shall be one key and access control official for each building designated by the department having the broadest responsibility in the building. The Facilities Management Department will maintain a current list of each building's key and access control official.

4. Effective building security is possible only through the cooperative efforts of University Police, Facilities Management and most importantly, the building occupants. The following rules apply:

   4.1 Keys and ID cards are not to be left unattended on desks, in door locks, or carried in such a manner as to be susceptible to loss or theft.

   4.2 When faculty, staff, or students leave a building after hours, the exterior door lock must be set to prevent unauthorized access. If the door does not close or lock properly, notify the

University Police (231-8998) immediately.

4.3 The University Police must be notified whenever a potential or actual security problem exists, i.e., unauthorized entry, theft of property, or loss of keys or ID cards.

5. Institutional Security System enhancements: An electronic network has been established to provide access control and monitor various activities on campus, involving access control devices, intrusion devices, and video cameras, where applicable. The access control devices are installed at select interior and exterior doors and spaces.

5.1 Intrusion devices and video cameras monitor select spaces requiring a continuing level of security. The installation of the devices may be requested from Facilities Management via a work request.

5.2 The requesting department will be responsible for the cost of the devices, installation, connectivity and system maintenance. Contact Facilities Management for a project cost estimate.

HISTORY:

New	July 1990
Amended	July 1993
Amended	July 1996
Amended	March 1998
Amended	June 2007
Housekeeping	April 5, 2016
Housekeeping	August 6, 2024