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UNIVERSITY OF HAWAI‘I AT MĀNOA
Office of the Vice Chancellor for Administration, Finance and Operations

POLICY ON SAFETY AND SECURITY

CARD ACCESS TO UNIVERSITY BUILDINGS AND FACILITIES

I. PURPOSE

To identify responsibilities and establish procedures for the installation and use of a card access system at the University of Hawai‘i Mānoa.

II. SCOPE

This policy applies to occupants and users of University buildings and facilities equipped with card access readers that are part of the centralized access control system.

III. POLICY

- A. Card access system technology will be used in the University’s buildings and facilities to upgrade safety and security. It will be planned for all University buildings and facilities and installed as requirements are approved and funds become available.
- B. The card access system is an essential cost effective component of the University’s centralized security system and will be integrated with and utilize the University identification card.
- C. Access to buildings via the card access system will be managed and controlled by the President, Chancellor, Deans and Directors. This responsibility may be transferred to a Building Coordinator and if one is assigned the responsibility of managing card access, it shall be indicated on departmental letterhead and forwarded to the Office of Safety and Security.
- D. Disabling or propping open electronically secured doors provides a threat to personal safety and a risk to property and is prohibited.

- E. Access via the card access system is non-transferable and defacing or modifying the access card is prohibited. Anyone possessing or using an access card without authorization will be subject to disciplinary action from the University and/or criminal charges where appropriate.

IV. RESPONSIBILITIES

- A. The Office of Safety and Security is responsible for administering the card access control system and integrating it into the safety and security systems installed on Campus or planned for installation. It will provide guidelines for assigning buildings, appropriate access levels and building clearances to the President, Chancellor, Deans and Directors.
- B. The Office of Campus Security is responsible for assuring that the installation and operation of the card access system meets safety and security requirements for the University. The Chief of Campus Security will assure that all card access procedures are followed and will investigate access problems and unauthorized use and take corrective actions as necessary.
- C. The President, Chancellor, Deans and Directors are responsible for ensuring that the Office of Campus Security has been given the appropriate clearance and access level information for buildings under their control and for compliance with the provisions of this policy. Other responsibilities include maintaining accurate records of access card requests, encoding access codes on University identification cards, decoding of access cards from personnel who no longer require access, assuring that only authorized building users have valid access cards, and reporting access control problems and unauthorized use to the Office of Campus Security. They will also verify their list of authorized access cardholders on an annual basis and submit the list to the Office of Campus Security every January beginning 2006.
- D. If designated, Building Coordinators are responsible for carrying out the card access system responsibilities of their respective President, Chancellor, Dean or Director. Building Coordinators are also responsible for the security of card access system equipment and supplies.
- E. The Campus Center is responsible for issuing University identification cards that will be jointly used for the card access system.
- F. The Information Technology Services Office will continue to provide technical support to assure that the card access system and University identification card are compatible and properly integrated.

- G. Faculty, staff, students, contractors and others who require access to University buildings and facilities are responsible for maintaining and protecting their access cards and turning them in to their President, Chancellor, Dean, Director or Building Coordinator for decoding when requested or no longer required. Other responsibilities include reporting lost or stolen cards immediately to their Building Coordinator during business hours or to Campus Security during non-business hours.

V. PROCEDURES

A. Initial Assignment and Installation of Card Access System

1. For buildings coming on-line with the card access system, the President, Chancellor, Dean or Director will prepare a list of personnel with authorized access for each assigned building. Each authorized list will be inputted into the card system by the designated Building Coordinator with the following information:
 - a. Full name of the access cardholder
 - b. Faculty, student or employee identification number
 - c. Status (Faculty, Staff, Student, Contractor, etc.)
 - d. Clearance approval information:
 - (1) Building(s) authorized to enter
 - (2) Which doors in building that individual is authorized to enter
 - (3) Which days of the week access is permitted
 - (4) Times of the day access is permitted
 - (5) Expiration Date(s) for access
2. Building Coordinators will forward their authorized access lists to the Office of Campus Security. Upon written notification from the Office of Campus Security that access information from these lists has been verified in the system database, Building Coordinators can begin encoding the University identification cards of personnel with authorized access.
3. Designated Building Coordinators will be provided hardware, software and training to implement the card access system from their office.

B. Requests for Building Access After Initial Installation

1. Requests for access will be submitted to the respective Building Coordinator on UH Form ____ via hard copy or email (_____). The request will include the same information requested on the initial installation above.

2. Requests for access will be approved by the President, Chancellor, Dean, Director, or their designated Building Coordinator, inputted into the card access system and forwarded to the Office of Campus Security for processing. The Office of Campus Security will verify the information in the database and notify the Building Coordinator via written notification to provide access to the requestor. The Office of Campus Security will maintain the file of card access lists and requests and assures that all requests are valid.
- C. Building Coordinators will establish procedures to assure that departing faculty, staff, students, contractors, or others that leave employment, or no longer have need for access will have their identification/access card cancelled of all access control privileges.
 - D. The Building Coordinator has the authority to change access for cardholders for valid reasons and to remove access from any cardholder for security reasons, abuse of privileges such as letting other individuals use their card or because cardholder is no longer employed or attending the University. The Office of Campus Security must be notified of any changes to access for any cardholder.
 - E. In the event of a lost or stolen identification/access card, the cardholder will immediately notify the Building Coordinator during business hours or Campus Security after business hours. The cardholder will provide his/her name, the building where access is provided, and the date and time of the lost or theft. A replacement identification card may be requested from the Campus Center. Access must also be requested from the Building Coordinator on UH Form _____ using the same procedure as requesting a new card and indicating that the request is for a lost or stolen card. There will be a fee for a replacement University identification card of \$5.00 and an additional administrative fee of \$20.00 for deleting the lost card in the database and re-encoding access for the cardholder.