THE UNIVERSITY OF WINNIPEG

Policy Title:

Key and Electronic Access Control Policy

University Classification & Policy Number:
TBD

Approval Body:
University Administration

Responsible Designate:
Vice President, Finance and Administration

Established:
2022

Revised:
Not applicable

Editorial Revisions:
Not applicable

Scheduled Review:
2027

1.0 Policy Purpose

The purpose of this policy is to establish and clearly define the principles for authorizing, monitoring and controlling access to University facilities.

2.0 Definitions

The following definition(s) apply to terms used in this Policy:

2.01 "Access" refers to the permission given to enter a building or space.

2.02 "Access Card" refers to a card with a programmed chip in it that provides access to a physical space via a reader.

2.03 "Authorized User" refers to any individual who has been issued access to University Facilities.

2.04 "Building Key" refers to a key that operates all locks in a building.

2.05 "Credential" refers to an access card, key fob, mobile app and/or pin code.

2.06 "Designated Authority" refers to the Department Chair/Director/Head and/or a respective designate in each department or unit who has been designated to authorize access to individuals in their specific area(s).

2.07 "Electronic Access Control" refers to the technology used to provide and deny access to a physical space.

2.08 "Physical Security Platform" refers to the technology used to manage the access control and intrusion alarms in the University Facilities (Salto and Genetec).

2.09 “Floor Key” refers to a key that operates all locks on one floor of a building.

2.10 “Primary Key” refers to a key that operates locks in multiple buildings.

2.11 “Key Fob” refers to a small secure hardware device with a built-in authentication programmed to provide access to a physical space via a reader.

2.12 “Pin Code” refers to a personal identification number that will arm and disarm a security alarm panel for a building or an area of a building.

2.13 “Reader” refers to an electronic device that reads one or more types of credentials and converts the information into a coded data stream that it passes to the panel for interpretation.

2.14 “Room Key” refers to a physical key that can operate a single lock.

2.15 “Sub-Department Key” refers to a key that operates one group of locks within a building.

2.16 “University Facilities” refers to all buildings and spaces owned and/or leased by the University of Winnipeg.

3.0 Scope

The policy outlined herein and it’s accompanying procedures apply to all members of the University community, including faculty, staff, students, contracted service employees, and visitors, and includes all University Facilities. Maintaining effective access measures and physical security platforms that manage them are critical to ensuring the security of our physical infrastructure, personal safety of individuals and research being conducted.

4.0 Policy Elements

4.01 General Principles

a. Access is issued to enable employees to carry out their assigned duties and responsibilities and to enable students to complete their academic studies.

b. Keys and electronic access control credentials issued remain the property of The University of Winnipeg.

c. Department Chairs/Directors/Heads are the designated authority for their specific areas and may also delegate the authority to a respective designate. A list of Designated Authorities shall be kept at the Facilities Management office. These employees will be responsible for authorizing access to their respective area(s) in accordance to the Key and Electronic Access Control policy and procedures.

d. Key and Electronic Access Control requisition forms shall be authorized in the following manner:

Access Level	Approval Authority
Electronic Access Control Credential(s)	Designated Authority and Facilities Business Operations Manager

Room Key(s)	Designated Authority and Facilities Business Operations Manager
Sub-Department Key(s)	Designated Authority and Facilities Business Operations Manager
Floor Keys(s)	Designated Authority(ies) and Facilities Business Operations Manager
Exterior Doors	Department Chair/Director/Head and Facilities Business Operations Manager
Building Key(s)	Department Chair/Director/Head and Executive Director Facilities
Primary Key(s)	Department Chair/Director/Head, Executive Director Facilities and Vice-President Finance and Administration or delegate.
Special Assignment (Contractor or Other)	Project Manager/Director and Facilities Business Operations Manager

e. Some departments may be granted permission to issue electronic access control credentials in their respective area(s). Permission shall be granted by the Executive Director Facilities.

f. Where there is more than one Department on the same floor of a building, no floor keys will be issued unless approved by all Department Chair/Director/Head's located on that floor.

g. Access to exterior doors will only be issued to part-time and full-time employees of the University of Winnipeg. Non-regular employees or students will only be granted access to exterior doors with authorization of the Vice-President of Finance and Administration or delegate.

h. Upon misuse of University keys or electronic access control credentials, the Facilities Management department or Security Services have the authority to confiscate them from any individual. They will be re-issued only upon receipt of a letter of authorization from the Vice-President, Finance and Administration. If re-issue is not authorized, any deposit paid by the individual will be forfeited.

i. Access to University Facilities when the University is closed will be in accordance with the policy on Access to University Buildings and Property and the policy on Working Alone / In Isolation.

5.0 Related Policies, Procedures, and Institutional Documents

- Key and Electronic Access Control Procedures
- Access to University Buildings and Property Policy
- Working Alone / In Isolation Policy