Section: 30.1.8

Section Title: Public Safety

Policy Name: Access to University Facilities

Formerly Book: 6.3.8, Formerly Policy 20.1.10

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: Division of Administration and Public Safety

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Errors or changes? apspolicies@ipo.rutgers.edu

1. Policy Statement
   Security is one of the primary concerns for Rutgers, The State University, and an essential element of security is maintaining satisfactory access control so that facilities may be properly restricted for access only by those who are authorized to do so. Issuance of any access should be careful and systematic; inadequately controlled access results in reduced security.

2. Reason for Policy
   To establish responsibility for proper access to university facilities.

3. Who Should Read This Policy
   All members of the Rutgers University community.

4. Related Documents
   N/A

5. Contacts
   b. Newark: Key Shop (http://publicsafety.newark.rutgers.edu/key-shop)
   c. Camden: Physical Plant, 409 N. 4th Street, Camden, NJ 08102  check address

6. The Policy

30.1.8 ACCESS TO UNIVERSITY FACILITIES

Access to University facilities is issued only to authorized individuals, units or departments when required for the daily conduct of University business. Departments are responsible for issuing
and tracking physical keys and maintaining accurate access records. Access is issued in the
strict trust that proper measures will be taken to ensure physical security of facilities. Loss of
keys and other access devices can result in great financial loss to the University and expose
members of the University community to unnecessary risk. Departments, units, and/or
individuals will be held financially liable for losses incurred by the loss of University keys and
other access devices including the cost of re-keying all locks compromised by the loss.

As part of this policy it is the responsibility of each department to appoint a representative(s)
whose responsibilities will include retrieving keys from employees who separate from the
department and/or the University, returning those keys to the appropriate campus authority,
providing notification of such separation to the appropriate campus contact who maintains card
access for the separated employee, and/or terminating any card access a separated employee
may have to access controlled doors. An appointed representative must be a full-time employee
of the University.

There are two types of keys issued by the University: the standard metal or hard key is issued for
most interior building doors and many exterior doors; plastic card keys are needed for exterior
entrance doors and selected interior doors. This type of key is used where electronic card access
is required. Card access systems may only be installed by an authorized campus public safety
authority, and not by individual units or departments.