



# University Policy

In order to provide an appropriate level of security for property and personal safety, Northeastern Illinois University will establish procedures to control keys and access to University facilities.

The purpose of this Key and Access Control policy is to provide University staff, faculty and students proper procedure for obtaining keys and electronic access.

University faculty, staff and students.

**Biometric Access:** Provides admittance to U biometric data (fingerprint).

**Controlled Keys:** Keys issued by the Key Control Department that provide access to University buildings, offices and facilities.

**Student Access Roster:** A list of students retained by the University Police authorizing student entrance to certain rooms.

**Swipe Card Access:** Provides admittance to University facilities by electronic swipe card (NEIU ID).

**Uncontrolled Keys:** Keys for desks, cabinets, office furniture and equipment locateeT/F2 9 Tf76( f)-3(o)-3(r )11(d)-00471tain..3(s)-





## **2.4 DEPARTMENT**

- Maintains a log for all keys and electronic Swipe Card/Biometric access, including dates issued and returned
- Directs employees leaving the University to sign Clearance Forms and to return keys that are no longer required
- Notifies Key Control when a key is lost, should be returned, or when electronic key card and biometric access should be discontinued

## **3. REQUESTS FOR CONTROLLED KEYS**

An email or memo from the Department Director, Chair or designee requesting keys must be sent to Key Control and include the following information related to the key holder:

1. Department Name
2. Telephone number and email address
3. Name and NEIU ID number (include last two digits located on the bottom right side of the ID)
4. Building and room number
5. Key Code, if known

Upon notification from Key Control, the authorized key holder will pick up the key at the Key Control office after presenting photo identification and signing the Key holder Distribution Section of the Northeastern Key Control form to certify receipt of key(s).

## **4. REQUESTS FOR UNCONTROLLED KEYS**

Contact Facilities Management Service Requests via email ([facility@neiu.edu](mailto:facility@neiu.edu)) to request an Uncontrolled Key and include the following information:

1. Department Name
2. Telephone number and email address
3. Building and room number
4. Specify: desk, cabinet, file cabinet, display case and/or description of lock number(s), if applicable.

Uncontrolled keys are issued at the Facilities Management office



To request access to elevators, an email or memo from the Department Director, Chair or designee must be sent to Student Disability Services.

To request access to faculty computer labs or smart classrooms, an email or memo from the Department Director, Chair or designee must be sent to the Office of the Vice President/ Provost for Academic Affairs



## **9. RE-KEYING LOCKS/LOCK CHANGES**

Re-keying of locks will be performed only by the University Locksmith, or by contractors working under the supervision of Facilities Management. All lock and key requests, installations, changes or modifications, will be processed through a written request to the Chief of University Police with copies to: Facilities Management Supervisor of Building Craftsmen, and Key Control.

## **10. COST OF KEY AND LOCK SERVICES**

Contact the Key Control Department for the cost of key and lock services.

Keying and re-keying expenses associated with remodeling will be charged to Facilities Management or the applicable Department.

Keying and re-keying expenses associated with lost keys are individual and/or departmental responsibility.

## **11. EMERGENCY ACCESS TO UNIVERSITY FACILITIES**

University Police Officers provide access to non-sensitive areas. Keys to sensitive areas are only available through the University Police Watch Commander. Contact University Police if emergency access to University facilities is required.

When University Police opens an office or room, it is the responsibility of the individual to contact University Police to lock the office or room when they leave. Rooms are not to be left open.



## HISTORY

Formerly Administrative Memorandum #47 Key Control System, effective date 3/1/1995 and  
Administrative Memorandum #71 Security Awareness Guidelines, effective date 3/1/1995

Please direct questions or concerns about this policy to:

<b>Contact</b>	<b>Phone</b>	<b>E-Mail</b>
Chief of University Police	(773) 442-4100	<a href="mailto:key-control@neu.edu">key-control@neu.edu</a>

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.