ELECTRONIC ACCESS POLICY

I. PURPOSE

This statement of University policy is intended to provide appropriate security for campus facilities in order to protect life, property, patient confidentiality, and research integrity. The associated procedures provide for the administration and control of electronic access and access cards.

II. GENERAL ACCESS CARD POLICIES

A. Ownership of Access Cards

The University of Iowa is the owner of access cards and access fobs (hereafter referred to generically as cards). Faculty, staff and student cards are obtained from the ID Card Office, Visitor cards (Non faculty, staff or student)are issued by Facilities Management or Departmental Software operators. A University faculty or staff member must authorize the use of a card by a non-University person.

Cards shall be assigned to an individual and the name and contact information for the individual shall be stored in the security management software. Issuance of generic cards are prohibited without prior approval of the Department of Public Safety.

B. Administration of the Card System

The Millennium and AMAG Security Management Systems are administered by Key & Access Services with responsibility for department areas/buildings distributed to the departments/colleges. A separate card system is administered by UIHC Safety and Security. The University Parking and Transportation Dept administer card systems for parking lot access. The responsibilities of administration include:

1. Maintenance of accurate controls and records to provide accountability for all cards issued.

2. Activating cards to allow access (upon receipt of appropriate written authorization).

3. Deactivating cards upon receipt of notification of loss, theft, termination or change in status.

4. Establishing user accounts for departmental/collegiate software administration.

C. Responsibilities of Key & Access Services

Key & Access Services is responsible for maintaining the locks, door devices, hardware, software, and field controllers of the electronic security management system in General Education Fund buildings. Non-GEF buildings will hire Key & Access Services for the maintenance of these systems or will have trained and qualified staff to perform this work. Key & Access Services will administer the system, establish procedures, program system-wide settings, provide user training, and work with the Department of Public Safety in effectively administering the systems.

D. Responsibilities of Registrar's Office

The Registrar's Office is responsible for maintaining accurate student registration records so that card access can be properly granted or denied based on student status.

E. Responsibilities of Human Resources

The Human Resources Department is responsible for maintaining accurate employee data so that card access can be properly granted or denied based on employee status.

F. Responsibilities of Housing Management

University Housing will determine residence hall access for residence and facility maintenance needs. Changes in authorization for access to residence halls will be handled by Housing and they will maintain procedures which govern card access to student residences. They will also maintain accurate housing contract records so that access can be properly granted or denied based on housing status.

G. Department/Collegiate Responsibility

Designated and trained departmental/collegiate employees may use the security management software to authorize faculty, staff, and student access to buildings with card access capability.

H. Individual Responsibility

Faculty, staff, and students that need access to a building with electronic security management system will be issued their ID card that can be enabled with electronic access. Individuals associated with the University must have an official relationship to be granted a card. Each person is permitted one access card. Reporting lost/stolen cards is the responsibility of the card holder. There will be a charge for replacement cards.

Card holders shall not share their access cards or let unauthorized persons into locked buildings or rooms using their access card.