3344-77-01   Access Control.

(A)   Regulations

For purposes of section 3345.13 of the Revised Code, these are the regulations governing keys.

(B)   Introduction

The objective of access control is to provide a reasonable level of security for Cleveland state university and, at the same time, allow as much

(5)   The Access Control Activation limits:

Faculty	Active until departure
Staff	Active until separation
Student	Active until separation
Vendor	Not to exceed one calendar year

(E)   Access to closed university buildings

(1)   Access to closed buildings will not be provided for students, faculty, staff, or other designees unless the AACS indicates authorized access.

(2)   Request for opening an exterior door(s) for an event, class, or any other exception to the posted building hours, must be scheduled through conference services and listed on the official university calendar of events at least five days in advance. Requests to open a closed building for an event not listed on the university calendar of events must also be submitted to AC&SS at least five days in advance of the event or the request will not be honored.

(F)   Obtaining access

(1)   The department requesting access for an employee, contractor, or vendor must submit a completed access request form (ARF), signed by the SACC or SACC designee, or a completed keybox access request form (KARF), signed by the project manager, to the access control office c

(E)

valid governmentally issued photo identification the officer shall query the AACS. If the system indicates approved access, the door may be opened. There shall be a charge of fifty dollars for the service.   If the duty officer or the facilities director authorize emergency access there shall be no charge.

(2)   Student owned padlocks. Upon presentation of a CSU or valid governmentally issued photo identification and proof of ownership, the key shop

and re-keyed. The department from which the key was lost or stolen will be charged for the total replacement costs.

(N)   Access control records/inventory

    (1)   Key shop

        (a)   It is the responsibility of the key shop supervisor to keep all records related to key control filed in the Keystone® database current and accurate.

        (b)   This includes but is not limited to:

            (i)   Key issuance
            (ii)   Core issuance by location
           (iii)   Lock installation

        (c)   It is the responsibility of the supervisor of the key shop to insure all keys and all cores issued are stamped with a unique identifier and the information entered into the keystone® database current and accurate.

        (d)   It is the responsibility of the AC&SS manager to insure that the Keystone® server is protected by a firewall and backed-up weekly.

        (e)   The manager of AC&SS shall maintain, update, and enforce the standard operating procedures for the guidance of the CSU lock shop.

    (2)   Access control

    (a)   Each college/department SACC or their designees should maintain a list that identifies all respective employees and students who have access rights issued to them. This list should1 0 0dentifilist that 2 that 3list 4448c7.82

college/department's access list will help when reconciling the employee separation form sent from human resources. Discrepancies should be reported to the access control office within thirty (30) days. An amended document will be printed and sent back to the department to ensure that changes have been accurately entered in the AACS. Since each person or college/department is financially responsible for all keys or access cards issued, accurate information is essential.

(c)   All access control inventory lists reconciliations shall be reviewed and approved by the appointing authority.

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(2)   The request must be made in

(R)   Audits and usage

    (1)   Requests for historical reviews of either door access or personal history can be made to the manager of AC&SS. Such requests should be made in writing, including by email, and shall describe the door, person and the dates of usage required. Such requests should be placed through the building SACC, but may be made directly if the situation requires it.

    (2)   Emergency audits can be made through the campus police