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Campus Building/Door Access Policy

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I. REASON FOR THIS POLICY

This policy intends to ensure that all faculty, staff, and students at the University of South Dakota (USD) understand the general use and practices regarding physical access. This includes the Coyote Card access control system and the University key system. The points set out in this policy will ensure that we adhere to the proper protection of cardholders and the integrity of the door access control systems. This policy applies to all USD faculty, staff, students, and vendors/contractors. The most effective security happens when all University employees and students are responsible for ensuring the safety and integrity of all campus facilities

II. STATEMENT OF POLICY

It is the policy of the University to create a safe and secure learning and working environment for all students, faculty, staff and visitors by ensuring USD facility access is properly controlled and managed.

III. DEFINITIONS

Access Plan – Defines the where and when of the access given. Buildings may have several access plans that define availability specified to days of the week and times that access is allowed.

Access Control System – Transact is a card access control system that allows the institution to manage cardholders and their access to many areas of campus.

Authorized Requester – A University employee assigned by a unit administrator and/or college dean to request access, based on business need, to facilities in their area.

Door Administrators – An approved person within an approved department who provisions and deprovisions card access and operates doors within a facility they manage. Persons and departments are approved by Information Technology Services (ITS) and the University Police Department (UPD). They receive training on the system and agree to enforce campus policies and procedures regarding access control system operation. The role is not transferable within a department. Each person in this role must be approved.

University Grand Master Key – These keys allow access to multiple buildings and are issued through Facilities Management (FM).

IV. PROCEDURES

A. Requesting Coyote Card or Key Access Privileges

1. Authorized requestors will be required to submit requests for door access.
2. Authorized requestors are responsible for contacting the Coyote Card Office when access plans need to be removed.
3. All visitor/temp/contractor cards are the responsibility of the authorized requestor. This involves requesting, keeping a log, reporting lost cards to the Coyote Card Office and access plan maintenance.

B. Administration of the Card System

1. The Coyote Card System is administered by the Coyote Card Office, with the responsibility for door access requests distributed to the department-authorized requestor. The responsibilities of administration include:
 - a. Maintain the access control system in its entirety.
 - b. Provision access upon receipt of a proper request.
 - c. Deprovision or deactivate cards upon notification of loss, theft, termination, or change in status.
 - d. Conduct regular audits on each department.
2. Responsibilities of Registrar's Office: Maintain accurate student registration records to ensure card access is properly granted or denied based on student status.

3. Responsibilities of Human Resources: Maintain accurate employee data to ensure card access is properly granted or denied based on employee status.
 4. Responsibilities of Housing Management: Maintain accurate housing contract records to ensure card access is properly granted or denied based on housing status.
 5. Responsibilities of University Police Department: Maintain a safe and secure campus environment. The Chief of University Police shall be responsible for validating access outside of an individual's normal scope of employment/routine access as necessary.
 6. Individual Responsibility: Faculty, staff, and students who require building access through the access control system will utilize their issued Coyote Card for electronic access. Individuals associated with the University must have an official relationship to be granted a card. Each person is permitted one access card. It is the responsibility of the card holder to report lost or stolen cards. Card holders shall not share their access cards or utilize their access to let unauthorized persons into locked buildings or rooms.
 7. This card is the property of USD and upon request must be shown or surrendered to USD officials. It must be always carried. It is not transferable. Loss of card is subject to replacement fee. If found please return to University Police Department, UPD Davidson Building 414 E. Clark St., Vermillion, SD 57069
- C. Door Access Requests
1. All requests for door access must come from an authorized requestor via the door access request form located in Coyote One Stop.
 2. Access requests may take up to five business days to be completed.
- D. Employees and students can ensure security on campus by following the below:
1. Cards will be utilized on doors secured with card access.
 2. Keys are only to be used in cases of emergency, such as the card system is not functioning.
 3. University exterior doors on campus that are equipped with card access will not have keys issued.
 4. Doors secured with card access or keys are not to be propped. Propping doors has a significant impact on the physical security of a facility. Propping card access doors results in alarms within the system.
 5. The named cardholder is responsible for any unauthorized use of the card.
 6. Cards are not transferrable or for loan to other individuals. Keys may not be transferred unless approved by FM via an approved key transfer request.
 7. Doors that are not closing or locking correctly should be reported.
 8. Cards or keys that are lost or stolen should be reported to UPD.
- E. Audits

1. Access plan audits may be requested through the Coyote Card Office.
 2. Access plan audits will be conducted for each department on an annual basis.
 3. Access plans will be updated on an annual basis. Employees will automatically be granted access to the building of their primary office location. All other access will need to be verified annually.
 4. Access plan audits remove temporary access plans after the Spring Semester term. This includes access for all students and staff to any building location other than the building of their primary office location.
- F. Charges
1. Student's initial card is at no charge.
 2. Employee's departments are charged for employee cards.
 3. A fee will be charged for the replacement of lost or broken cards.
 4. A fee will be charged to departments for temp/visitor cards.
- G. Door Access Expansion
1. Departments may request installation of door access security systems via Coyote One Stop and will be charged for equipment and installation.
 2. Any requests must be approved by, and work coordinated with ITS, FM, and UPD.
- H. Data requests/usage
1. Transact usage requests
 - a. Door access reports can be requested through the ITS Service Desk. UPD will be contacted at the time of the request.
 - b. Activity reader and transaction data records are available to the department utilizing the service.
 - c. Door Administrators may request access history for doors that they control.
- I. Key Control
1. FM is responsible for the issuance and tracking of campus keys to ensure the safety and security of the campus community and assets. Key requests are processed and approved through the Operations & Maintenance (O&M) area under FM. Key requests are reviewed to determine if the requested access is appropriate based on the requestor's job requirements and responsibilities.
 - a. Building Operator keys are approved by the Director of O&M, Assistant Director of O&M, or Structural Supervisor.
 - b. Master and Sub-master requests must be approved by the AVP-FM.
 2. UPD assists O&M by serving as the clearinghouse for key pickups and returns, ensuring that keys are picked up by the appropriate requestor, the requestor signs for the keys and, if required, that the requestor return any previously assigned keys.
 3. When a university employee retires, quits, or switches departments or assignments, their old keys must be turned in to UPD. Departments

will not keep any previously assigned keys. Keys should be turned in by the person to whom they are assigned, if possible. Supervisors may return keys for those who leave without notice.

4. Departments may transfer keys if an employee leaves and a replacement is in place to immediately fill the vacancy or in other situations approved by FM. Departments will fill out a key transfer form and submit this form to the FM Work Order Desk for review.
5. Vendor/Contractors may be assigned keys and/or access cards temporarily while working on campus. FM Planning & Construction personnel will coordinate all vendor/contractor key and card access requests. These keys/cards may be stored at UPD for temporary checkout during the duration of a project. These requests must be accompanied by a floor plan with access highlighted and submitted to the FM Work Order Desk at least 2 weeks in advance.
6. Buildings/rooms that have access controlled via the card access system shall not have door keys issued.

J. Building Schedule

1. UPD shall be responsible for setting the open/close hours of each building on the USD campus unless that responsibility has been delegated to a Door Administrator.
2. In setting each building's hours, UPD shall take into consideration the institutional course schedule, standing access requirements, and the individual requirements of each building on campus.
3. Access may be requested for after-hours door unlocks via the appropriate form on Coyote One Stop.

K. Special Circumstances

1. UPD is responsible for updating building access schedules during periods in which the institution operates outside of normal business hours (e.g., emergencies or campus closures).
2. Departments who manage their door access will follow the campus closure schedule as communicated unless otherwise coordinated with the Department's Door Administrator and UPD.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[USD Door Access Request](#)

[FM Key Request/Transfer Form](#)

[After-Hours Building/Room Unlock Request](#)