Locking Mechanisms - Card Access and Keys

Procedure No:	7100-PR7
Version:	2
Policy Reference:	7100 – Safety and Security
Category:	Safety, Security and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President, People, Culture, and Inclusion
Department Responsible:	Safety, Security and Emergency Management
Directory of Records Class:	0650-10
Approval Date:	2023 Dec 05

Objectives

This procedure applies directly to Policy 7100, Safety and Security.

BCIT takes appropriate measures to protect Institute assets through programs established and maintained by the Department of Safety, Security and Emergency Management.

The purpose of this procedure is to establish and communicate how assets are protected through appropriate management of locking mechanisms, card access, and keys on BCIT campuses.

Accountability for all access cards and keys issued is paramount to the personal safety and physical security of the BCIT community, and is a vital component of equipment and property protection.

Who This Procedure Applies To

This procedure applies to all BCIT employees, contractors, visitors, and students.

Related Documents and Legislation

BCIT Policies and Procedure

Policy 3502, Information Security
Policy 7170, Protection of Equipment and Property
Procedure 7100-PR6, Closed Circuit Camera

Procedure

Security Systems

BCIT uses a standardized Enterprise Security System ("ESS") across all campuses. The ESS consists of card readers, motion and glass sensors, door contacts, and panic buttons.

Schools and Departments wanting to upgrade security within their area are to contact Safety, Security and Emergency Management ("SSEM") for a risk assessment and recommendations for their area.

The maintenance and long-term asset management of ESS after installation is overseen by SSEM.

SSEM is responsible for the approval and distribution of access cards for the BCIT community. Each individual is responsible for safeguarding the access card assigned to them and must comply with the following:

- The access card is solely for the individual's specific use in connection with their sanctioned activities on BCIT campuses.

- The access card may not be transferred to another person.

- The access card must be returned to BCIT when no longer required.

- No individual may have more than one access card.

- The individual must report a lost or stolen access card to SSEM.

Access cards remain the property of BCIT. The Senior Director SSEM may require an access card be surrendered to SSEM.

Any unauthorized transfer, duplication, or modification of an access card, or attempt to bypass an access card reader, is a serious breach of security. Anyone responsible for such breach may be subject to disciplinary action, up to and including dismissal, expulsion, revocation of service contract, and banning from BCIT premises.

Locking Mechanisms and Keys

SSEM is responsible for all door, gate, and overhead door keying for the BCIT campuses, and for distributing and tracking keys. Each individual is responsible for safeguarding keys assigned to them and must comply with the following:

- Keys are solely for the individual's specific use in connection with their sanctioned activities on BCIT campuses.

- Keys may not be transferred to another person.

- Keys must be returned to BCIT when no longer required.

- No individual may have more than one key for a particular door.

- The individual must report a lost or stolen key to SSEM.

Keys remain the property of BCIT. The Senior Director SSEM may require keys be surrendered to SSEM.

Any unauthorized transfer, duplication, or modification of a key, or attempt to bypass a key-locking mechanism, is a serious breach of security. Anyone responsible for such breach may be subject to disciplinary action, up to and including dismissal, expulsion, revocation of service contract, and banning from BCIT premises.

SSEM must conduct a risk assessment on any lost or stolen key or keyring to determine the foreseeable impacts and risks, and determine whether rekeying the impacted areas is required.

SSEM will retain a key collection to allow authorized users to sign out keys on a daily basis. The School and Department authorizer will assess this protocol on an annual as needed basis.

Schools and Department Request Authorization

Schools and Departments are authorized to request card access and keys for staff, faculty, and contractors. Authorized card or key requests must

- identify the individual for whom the card or key is requested,

- provide the key number, if known, or the location and number of doors requiring access, and

- identify the date on which the card or key will no longer be required (end date), if known.

Schools and Departments that have authorized keys or access cards for individuals must inform SSEM when an individual is leaving BCIT or is no longer authorized to use the keys or access card.

Schools and Departments may retain key cabinets for keys exclusive to their area. The School or Department must keep such keys in a secure key cabinet, maintain a sign-out/sign-in record of all keys removed from and returned to the cabinet, and complete a monthly audit of keys. SSEM may inspect a School or Departments key cabinets and sign-out/sign-in records.

Departments and Schools must not make changes to door locks, cores, or cylinders. Any desired changes may be submitted to SSEM for review and action.

Members of the BCIT community can find information and links for access card and key authorization at the following SSEM link:

https://www.bcit.ca/safetyandsecurity/security/access.shtml

Amendment History

		Approval Date	Status
Created:	Procedure 7100-PR7 version 1	2018 Oct 01	Replaced
Revised:	Procedure 7100-PR7 version 2	2023 Dec 05	In Force

Note: Procedure 7100-PR7, Locking Mechanisms – Card Access and Keys, has no relationship with the retired Procedure 7100-PR7, Environmental Protection; see Procedure 7150-PR3, Environmental Protection.

Scheduled Review Date

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or relevant operational circumstances).