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## **Locking Mechanisms – Card Access and Keys**

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| Procedure No.:          | 7100-PR7                                     |
| Version:                | 1  |
| Policy Reference:       | 7100   |
| Category:               | Safety, Security and<br>Emergency Management |
| Approving Body:         | Board of Governors                           |
| Executive Sponsor:      | VP Human Resources and<br>People Development |
| Department Responsible: | Safety, Security and<br>Emergency Management |
| Directory of Records:   | 0650-15                                      |
| Approval Date:          | 2019 OCT 01                                  |

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### **Objectives**

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

The purpose of this procedure is to establish and communicate the BCIT procedures to protect assets, 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, as well as being a vital component in the protection of equipment and property.

### **Who This Procedure Applies To**

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

### **Related Documents and Legislation**

#### **BCIT Policies**

Policy 3502, Information Security  
Policy 7100, Safety and Security  
Policy 7170, Protection of Equipment and Property

#### **BCIT Procedures**

Procedure 7100-PR6, Closed Circuit Camera

### **Procedure**

#### **Security Systems**

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

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

## Procedure

Upon installation of an ESS the maintenance and long term asset management is overseen by Safety, Security and Emergency Management.

Safety, Security and Emergency Management is responsible for the approval and distribution of card access for the BCIT community. Once issued to an individual, it is the sole responsibility of the individual assigned. The card access is:

- Issued solely for their specific use
- Cannot be transferred to another person
- Remains the property of BCIT
- When no longer required, must be returned to BCIT
- No individual shall be issued more than one access card,

The unauthorized transfer or duplication of an access card is considered a serious breach of security.

### Locking Mechanisms and Keys

The Safety, Security and Emergency Management Department is responsible for all door, gate, and overhead door keying for the BCIT campuses. Once issued to an individual, it is the sole responsibility of the individual assigned. The key is:

- Issued solely for their specific use
- Cannot be transferred to another person
- Remains the property of BCIT
- When no longer required, must be returned to BCIT
- No individual shall be issued more than one key per door.

The unauthorized transfer or duplication of a key is considered a serious breach of security.

Lost or stolen keys are to be reported to Safety, Security and Emergency Management. A risk assessment will be conducted on the loss of the key/keyring to determine impacts and possible rendering of a decision to rekey the impacted areas.

Safety, Security and Emergency Management retains a key collection to allow authorized users to sign out keys on a daily basis. The School and Department authorizer will assess this protocol.

### Schools and Department Request Authorization

Schools and Departments a assigned appropriate authorization in requesting card access and keys for staff, faculty and contractors. Authorized card/key requests must:

- Identify the individual for whom the card/key is requested
- Provide the key number, if known, or doors requiring access
- Identify a date by which the card/key will no longer be required (end date), if known

Safety, Security and Emergency Management retains a key collection to allow authorized users to sign out keys on a daily basis. The School and Department authorizer will assess this protocol.

Schools and Departments responsible for authorizing the release of keys and/or access cards to an individual must inform Safety, Security and Emergency Management when the individual is leaving BCIT or is no longer permitted use of the access card or keys.

**Procedure**

Departments may retain key cabinets for keys exclusive to their area and where the keys are intended for use and/or sign out by authorised staff. Departments will ensure they will complete a monthly audit of the key cabinets.

Departments and Schools are not to conduct changes to the assigned door lock, cores or cylinders. All requests are to be forwarded to Safety, Security and Emergency Management for review and action.

Members of the BCIT community can find information and links to the access card and keys authorization at the following Safety, Security and Emergency Management link.

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

**Forms Associated With This Procedure**

None.

**Amendment History**

|   | <u>Approval Date</u> | <u>Status</u> |
|---|----------------------|---------------|
| 1. Creation: Procedure 7100-PR7 version 1 | 2018 Oct 01          | In Force      |

NB: 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**

2022 Oct 01