# Procedure 900: Access Control

Category: Facilities and Operations

Covered Individuals: All CEI Employees

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900.1 PurposeTo enhance security in its buildings, the College of Eastern Idaho (CEI) controls access to all buildings by limiting and controlling the use and function of electronic access and keys issued to faculty, staff, students, contractors, and outside vendors.

900.2 Scope

This procedure applies to faculty, staff, students, contractors, and vendors with respect to access to CEI operated facilities and property. This includes the following locations:

1. Idaho Falls Main Campus
2. EIWC Industry & Trades Center
3. EIWC Professional Development Center
4. Other CEI-controlled facilities as needed

The Facilities Coordinator in the Facilities and Operations Office will act as the primary individual for issuing and tracking controlled keys and electronic access .

This procedure does not apply to incidental keys (i.e. pad locks, desks, file cabinets, electrical panels).

900.3 General Access

Academic and Administrative BuildingsCEI’s academic and administrative buildings are generally open to students, employees, and the public during normal business hours. Outside normal business hours, only authorized individuals may access CEI facilities. See Section 900.4 for details.

900.4 Mobile Access and Keys

The Facilities and Operations Office will issue and track all controlled keys and electronic access. Personnel requesting keys and/or electronic access must complete an *Access and Facility Key Request Form* and have it approved by their immediate supervisor and the approval authority listed below:

Approval Authority for access cards and keys

The following positions have approval authority:

1. Director – Facilities and Operations (Primary)
2. Vice President of Finance and Administration (Back-up)

*Note: The Access and Facility Key Request Form is available online at the CEI Hub under the Facilities Forms tab.*

Completed forms shall be submitted to the Facilities and Operations Office, which will provide the individual with key(s) and/or electronic access and update the access control database.

Master KeysMaster keys will access the majority of the rooms on the main campus. Master keys may only be issued to the following positions or as approved by the Director of Facilities & Operations for individuals with a clear business need.

1. President
2. Vice President of Finance and Administration
3. Executive Assistant to Vice President of Finance and Administration
4. Vice President of Academic and Student Affairs
5. Executive Assistant to Vice President of Academic and Student Affairs
6. Vice President – Workforce Training and Continuing Education
7. Vice President of Human Resources
8. Director – Facilities and Operations
9. Maintenance Personnel
10. Custodian
11. Campus Safety Personnel
12. Recruiting Office
13. Deans
14. Facilities Coordinator
15. WTCE Operations Director
16. IT Help Desk

Restricted Access Areas

Restricted access areas require an additional level of control and cannot be accessed by a master key. Only the following positions are allowed keys to specific restricted areas:

1. Human Resources Suite
   1. Vice President – Human Resources
   2. Human Recourses Staff
   3. Security
2. Human Resources File Room
   1. Vice President – Human Resources
   2. Human Resources Staff
3. Key Room (Building 4)
   1. Director – Facilities & Operations
   2. Maintenance Supervisor
   3. Facilities Coordinator
4. IT Server Rooms
   1. Chief Information Officer – Network & Security
   2. IT Staff
   3. Director – Facilities & Operations
5. Maintenance Shop
   1. Director – Facilities & Operations
   2. Maintenance Staff
   3. Custodial Foreman
   4. Facilities Coordinator
6. Records Storage Room (Rm 9)
   1. Director – Facilities & Operations
   2. Maintenance Staff
   3. Student Affairs (Lock Box)
7. Security Suite
   1. Director – Facilities & Operations
   2. Maintenance Staff
   3. Custodial Staff (when approved by custodial foreman and Director of Campus Safety)
   4. Campus Safety Staff
8. Student Counseling Center
   1. Director - Counseling Center
   2. Dean - Student Affairs
   3. Director – Facilities & Operations

General Mobile Access and Keys

1. Students: Students will not be issued electronic access or keys unless they also fall into one of the categories below.
2. Staff: All staff will be issued electronic access and keys on an as needed basis as determined by their manager.
3. Faculty: Faculty will be issued electronic access and keys on an as needed basis as determined by their applicable Dean.
4. Adjunct Faculty: Adjunct Faculty will only be issued electronic access and keys under special circumstances as determined by the applicable Dean.
5. Contractors and Vendors: Contractors and vendors will be issued electronic access and keys on an as needed basis as determined by the Director of Facilities & Operations. (i.e. Catered Your Way)
6. All Others: Other personnel will be issued access and keys on an as needed basis as determined by the Director of Facilities & Operations (i.e. Bonneville County, ISU).

Lost Access Card or KeysPersonnel are responsible for the electronic access fobs and keys issued to them.

Lost or stolen access fobs or keys shall be reported to the Facilities and Operations Office immediately upon discovery.

Lost or stolen access fobs will be deactivated immediately upon notification.

A replacement fee will be charged for lost or stolen keys. Costs associated with lost keys will be the responsibility of the department, contractor, or vendor that requested access to the affected area.

* Master Keys - $250.00
* General Access Keys - $50.00
* Access Fobs - $25.00

Duplication of KeysOnly the Facilities Coordinator or authorized Maintenance Craftsmen may make duplicate keys.

Unauthorized duplication of keys is strictly prohibited.

Transfer of KeysTransfer of keys from one person to another may only be done by the Facilities and Operations Office.

Loss of Access/TerminationAny individual who violates this procedure may be subject to disciplinary action, including but not limited to, loss of access privileges.

Managers must notify Human Resources when an individual’s access is no longer required or his/her employment has been terminated.

Managers are responsible for ensuring keys are returned to the Human Resources department.

Emergency Responder AccessUnrestricted (24 hour, all buildings) electronic /key access will be granted to the Idaho Falls Police and Fire Departments upon request. Updated access fobs and/or keys will be maintained in exterior Knox Boxes.

**Access Control Software Applications**

Electronic access is controlled through the use of a software application called Feenics, which allows for multiple levels of users to access various features of the system. These access levels are as follows:

1. Director of Facility & Operations – Full Access
2. Facilities Coordinator – Full Access
3. Director of Campus Safety – Full Access
4. Campus Safety Officers – Limited Access

**Mail Boxes**

The Facilities and Operations Office will control and issue mail box keys on an as needed basis.

900.5 Internal Audit and Inventory

The Facilities & Operations Office will conduct periodic reviews of access control practices to ensure that they are consistent with this procedure.

All master keys shall be accounted for on an annual basis by the Facilities and Operations Office.