

**College Procedure: 304.23 – Access Control
Management System and Infrastructure**

Policy Reference: 304 – Campus Safety and Security
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
Effective Date: 07/01/2024

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Kirkwood Community College uses an Access Control Management system (ACM) to maintain a safe and secure campus while providing necessary access to Kirkwood facilities. This procedure governs how Kirkwood’s ACM system access is issued and monitored. It identifies who determines the methods, procedures, and protocols for this system. This procedure and any supplemental procedures establish a standard for the issuance of and accountability for methods of access to Kirkwood’s facilities.

This procedure applies to any person granted access to any Kirkwood Community College Facility, Access Device, and/or Physical Access Control System. All departments within the scope of this procedure are responsible for compliance to ensure the protection of Kirkwood resources.

Kirkwood’s ACM system is not actively monitored. Authorized use of the Kirkwood ACM system is described in this procedure.

The Procedure

Primary Authorized Users

Kirkwood Community College Facilities and Public Safety (Primary Authorized Users) are solely responsible for determining access points, methods, procedures, protocols, and eligibility criteria, to maintain a safe environment on all of our campuses for students, employees, and visitors.

- Individuals and departments are prohibited from obstructing access procedures and requirements established by Kirkwood Facilities and Public Safety. (i.e. Propping Doors)

Primary Authorized Users delineate authority to ensure that College requirements are met by:

- Identifying the appropriate Physical Access Control System locations

- Taking measures to ensure privacy for all users
- Managing the monitoring and retention of transaction logs and reports

Facilities and Public Safety are responsible for maintenance of the access control hardware.

Facilities Operations is responsible for managing the ACM system.

Secondary Authorized Users

Secondary Authorized Users (Partitions) are granted access to the ACM system based on eligibility criteria as well as the functional need within their respective building or department. They are responsible for maintaining and auditing access within their respective partitioned system, while adhering to established software processes. (i.e. partitioned areas cannot establish new naming conventions for doors).

Physical Access Control Systems

Physical Access Control Systems will be located to prioritize personal safety.

The VP, Facilities and Public Safety has final approval authority on Physical Access Control System placement based on the recommendations of the College's Primary Authorized Users. They will meet on an as needed basis to consider and make recommendations on potential Physical Access Control System installations. Team recommendations will be based on input from all applicable stakeholders.

All Physical Access Control System door schedules will be based on Kirkwood's business and/or building hours, as well as input from those within the affected area.

Since Kirkwood is an open campus, all College facilities must be left in unlocked mode during regular business/building hours if personnel are present.

Exceptions include:

- IT/Telecom and Maintenance closets, which will remain in Card Only mode at all times.
- College observances of Summer Hours, Winter Break, and all other holidays resulting in closed campuses.
- Weather-related closures or delays.

Access Monitoring for Official Business

ACM transaction logs are not actively monitored.

Transaction reports are viewed upon:

- Report of system error.
 - Information obtained will be used to troubleshoot Physical Access Control Systems, Access Devices, and software.
- Management request related to a possible crime or College policy violation.
 - Information obtained for these reports will be used exclusively for the investigation of alleged criminal matters and College policy violations.
 - Requests for records associated with the ACM System, including but not limited to requests for transaction logs, will be processed in accordance with applicable state and federal laws and College policy.
- State or Federal Reporting requirements

Facilities and Public Safety employees and other authorized personnel, as determined by the Primary Authorized Users, will handle information with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

Training

All Kirkwood employees having access to the ACM System will be trained in the technical and ethical parameters of appropriate use. Personnel will receive a copy of this procedure and provide written acknowledgement that they have read and understood its contents.

Requests for Access

Secondary Authorized Access

Cabinet-level administrators may request Secondary Authorized Access for staff members to monitor locations in their functional area (i.e., Athletics may be allowed to have managing access to the Physical Access Control Systems within Johnson Hall). The Facilities Operations Manager, or their designee, must approve all requests for partitioned access.

Departmental Use Spaces

Requests for Physical ACM infrastructure to a specified space (office suite, lab space, classroom, etc.) may be made based on the location's day to day functionality. Each request will be evaluated based on the location's need for access control. Requests must be approved by Facilities Operations Manager and/or VP, Facilities and Public Safety. Requests can be made using the [ACM Request Form](#) on KIN.

Access Device

Supervisors or Managers may request door access for a College employee based on a daily need. Requests can be made using the [Key/Access Request Form](#).

Schedule Changes

All Physical Access Control System door schedule changes must be submitted via work order (Asset Essentials) by a supervisor or manager within the affected area. This includes long term changes as well as single event occurrences. The work order will be addressed by Facilities and Public Safety and will be closed once the required changes have been made. All changes must be submitted no less than 48-hours in advance of the expected update.

Student After-Hours Access:

- Unsupervised student access to any otherwise secured academic facilities after hours is prohibited unless accompanied by a faculty or staff member.
- Public Safety must ensure that access requests for unsupervised use are denied, except for retrieving items, where students must be escorted and supervised.
- All access granted during after-hours must be logged by Public Safety, including student details, time of access, and the supervising faculty/staff member.

Exceptions:

- Authorized student employees (e.g., work-study or part-time employees in Ag Science and Animal Health) may access facilities to tend to animals during closed times, under their employment obligations.

Monitoring Compliance:

- Public Safety is responsible for monitoring and ensuring compliance with after-hours access policies through periodic patrols.

Noncompliance

Access to Kirkwood's buildings is a privilege, not a right, and implies user responsibilities and accountability. Failure of individuals to safeguard access to the College's facilities at all times will be subject to corrective action as determined by the appropriate office(s).

Violations of this policy can be reported to Kirkwood Community College Public Safety.

Definitions

Access Device: INCLUDES PHYSICAL ACCESS CARDS AND KIRKWOOD EMPLOYEE BADGES THAT PROVIDE ACCESS TO BUILDINGS OR ROOMS. ACCESS DEVICES ARE PROPERTY OF KIRKWOOD COMMUNITY COLLEGE.

Physical Access Control System: DESCRIPTION AN ELECTRONIC SYSTEM THAT CONTROLS THE ABILITY OF USERS TO ENTER A SECURED AREA AT DESIGNATED ACCESS CONTROL POINTS BY MEANS OF AN ELECTRONIC ACCESS DEVICE SUCH AN ACCESS CARD OR KIRKWOOD EMPLOYEE BADGE.

Primary Authorized Users: KIRKWOOD COMMUNITY COLLEGE FACILITIES AND PUBLIC SAFETY.

Secondary Authorized Users: KIRKWOOD COMMUNITY COLLEGE DEPARTMENTS AND CENTERS THAT HAVE BEEN GIVEN AUTHORITY TO GRANT FACILITY ACCESS USING THE ACCESS CONTROL MANAGEMENT SYSTEM BY KIRKWOOD FACILITIES OR PUBLIC SAFETY.

Facility: INCLUDES, BUT NOT LIMITED TO, ANY KIRKWOOD COMMUNITY COLLEGE BUILDING, STRUCTURE, ROOM, CLASSROOM, OR SPACE WITHIN A FACILITY, PLAZA, OPEN SPACE, THOROUGHFARE, LANDSCAPED AREA, OR OTHER PHYSICAL IMPROVEMENTS OR NATURAL FEATURES OF ANY KIRKWOOD CAMPUS OR OTHER PROPERTY UNDER THE ADMINISTRATIVE CONTROL OF THE COLLEGE.

Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/06/2024	Cabinet	New Procedure