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# University of Wisconsin–Madison Police

**Policy: 11.7**

**SUBJECT: ACCESS CONTROL**

**EFFECTIVE DATE: 06/01/10**

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## **POLICY:**

The University of Wisconsin–Madison Police Department shall establish, regulate, and enforce physical security standards to protect and control access to the agency, its equipment, and its records.

## **DEFINITIONS:**

“Key” refers to all access cards, fobs, traditional keys, and other similar devices.

## **PROCEDURE:**

### **11.7.1 DEPARTMENT ACCESS CONTROL**

The following shall govern Department access control procedures:

- A. Each employee of the Department, full- or part-time, is required to obtain a Wiscard with a security number unique to that employee. The Wiscard should be used to gain entrance into the Department through the secured entrances. Each employee will be responsible for his or her own Wiscard, and any lost or damaged cards must be reported immediately to Infrastructure Security for inactivation of old/lost Wiscards.
- B. Employees shall not borrow or allow others to borrow their Wiscard or issued keys.
- C. The Department has restricted areas in which access must be controlled or limited in order to ensure the safety of employees and maintain the integrity of evidence, records, or investigative files. The following rooms or locations should be accessed only by those individuals with legitimate access privileges:
  - 1. The Communications Center
  - 2. The record storage areas
  - 3. Any evidence storage areas
  - 4. Ammunition storage
  - 5. Armory
  - 6. Detainee holding areas
- D. Visitors to the Department should, in most instances, be escorted by Department personnel. A Department volunteer may be granted access on a limited basis with the approval of the Volunteer Unit Commander.
- E. Vendors, contractors, and other maintenance personnel who require access to the Department numerous times during the course of a day or on a long-term repeated basis may be issued limited-access cards for specific doors during specific times. Anyone requiring unescorted access in the Department shall undergo a thorough background screening. Such personnel will be instructed on security procedures within the Department. Regular vendors and delivery personnel should access the Department through the secured entry controlled by the Communications Center.

### **11.7.2 UNIVERSITY KEYS**

The following shall govern use of University keys:

- A. Keys for University buildings and equipment will be properly secured when not in use.
- B. Keys for University buildings will be issued or signed out to employees consistent with their work assignment and are to be returned to the proper location before the employee completes the tour of duty.

- C. Keys stored in [REDACTED] for University buildings will be secured in a card access-controlled locked key box (Keywatcher). Personnel who need access to a key should use their own access card to obtain the key. The key should be returned as soon as the task requiring use of the key has been completed.
- D. University keys will be used for official business purposes only.
- E. Found keys should be placed into the key box located in the UWPD lobby. A designated Community Officer will be responsible for checking the key box periodically and reviewing the University lost and found property list which includes lost keys to see if they have been turned over into the UWPD. If the keys can be identified, they will be returned to the owner. All of the other keys will be turned over to the University Locksmith Shop. The University Locksmith Shop will take responsibility for the keys and place University owned keys back into service or destroy keys that are not able to be identified.

### **11.7.3 EQUIPMENT RETURN**

The following specifies return procedures for keys, identification, and equipment:

- A. Upon resignation, termination, or at the direction of a supervisor, an employee will return all University keys, identification, and equipment to his or her supervisor. Supervisors will return keys to the Department key controller.
- B. The Professional Standards Lieutenant will be notified in a timely manner, if equipment and/or keys are not returned, and appropriate action will be taken.