



UW-Madison Police Department

Policy: 11.7

SUBJECT: ACCESS CONTROL

EFFECTIVE DATE: 06/01/10

REVISED DATE: 01/12/17; 07/18/18; 07/17/19; 04/16/20; 04/21/20; 04/08/22

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POLICY:

The UW-Madison Police Department shall establish, regulate, and enforce physical security standards to protect and control access to the agency, property, and its records.

DEFINITIONS:

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

PROCEDURE:

11.7.1 DEPARTMENT ACCESS CONTROL PROCEDURES

- A. All department employees are 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 shall be responsible for their 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 and/ 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 authorized access privileges:
 - 1. The Communications Center
 - 2. The confidential records storage areas
 - 3. Any evidence storage areas
 - 4. Ammunition storage
 - 5. Armory
 - 6. IT Server rooms
 - 7. K9 equipment room
 - 8. Detainee holding areas
- D. Visitors to the Department should, in most instances, be escorted by Department personnel.
- 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 and be given approval for unescorted access by the department’s CJIS compliance officer or designee. Such personnel shall be instructed on security procedures within the Department. Regular vendors and delivery personnel should access the Department through the secured entry controlled by department personnel.

11.7.2 UNIVERSITY KEYS

- A. Keys for University buildings and equipment shall be properly secured when not in use.
- B. Keys for University buildings shall 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 their tour of duty.

- C. Keys stored [REDACTED] for University buildings shall 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 shall 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 shall 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 shall be returned to the owner. All of the other keys shall be turned over to the University Locksmith Shop. The University Locksmith Shop shall 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 DEPARTMENT OWNED PROPERTY RETURN

- A. Upon resignation, termination, or at the direction of a supervisor, an employee shall return all University keys, identification, and department owned property to their supervisor. Supervisors shall return keys to the Department key controller.
- B. Upon reassignment, promotion, or at the direction of the Department key controller, an employee shall return all University keys to the Department key controller. Keys shall be hand delivered in person and a review of keys shall determine if a new key shall be issued. Key audits shall be completed by the department key controller or designee at any time as needed.
- C. The Professional Standards Lieutenant shall be notified in a timely manner if department owned property and/or keys are not returned, and appropriate action shall be taken.