Building Access and Control DRAFT
Standard Operating Procedure (SOP)
Effective February 3, 2023

Table of Contents

Guiding Principles

University of Wisconsin-Green Bay (UWGB) has determined a need to develop Standard Operating Procedure (SOP) that provides guidance in managing the University's Building Hours and Access policy.

Building access and control measures are established within this SOP to protect and preserve University property. Compliance with this SOP does not eliminate or absolve performance of additional requirements that stem from state or federal laws and policies.

Scope

All departments and employees, faculty, staff employed within UWGB fall under this SOP Administration of the programs for access to secured areas on campus has been delegated by the Chancellor as a responsibility to University Police. Therefore, primary responsibility for management of building access is assigned to University Police.

In accordance with the [Building Hours and Access Policy](#) and [UWS Chapter 18 Conduct on University Lands](#), the following actions are strictly prohibited:

- Ignoring, bypassing or circumventing security devices used to control access
- Unauthorized reproduction of any key or access device regardless of reason
- Transfer of keys or access devices by authorized individuals to unauthorized individuals

Locations

The guidelines included in this document are applicable to all individuals (students, faculty, staff, contractors, visitors, alumni, parents, etc.) in the UW Green Bay community regardless of their location.

Included Sites in this Plan
- Green Bay Campus (Brown County)
- Manitowoc Campus (Manitowoc County)
- Marinette Campus (Marinette County)
- Sheboygan Campus (Sheboygan County)

Related Documents

[Building Hours and Access Policy](#)
[UWS Chapter 18 Conduct on University Lands](#)
[University Police Key Access Control Webpage](#)

Definitions

Access Devices: Any electronic device used to provide access to an area through non-mechanical means such as a magnetic swipe or proximity circuit.

Authorized Key Holder: An individual who has requested and been approved to possess a key which provides them access to an area or resource.

Blue Pass: An official non-transferable blue-colored authorization card issued by the appropriate university authority which allows unsupervised student access into specific areas (labs, studios, etc.) while campus buildings are open. Students are issued a blue pass upon verification they meet the guidelines set forth in this policy.

Key: in the traditional sense, a non-electronic mechanical tool used to operate and open a lock.

Key Holder: an individual who, upon approval, has physical possession of a key for specific access to a building or room on campus.

Lock box: a small code activated device which houses a key or access device that provides access through a secured door or into an adjacent secured area.

Secured Status: a door or area in which access is effectively controlled; such as a door which is closed with the lock activated or an electronic door in which the electronic contacts are made.

Operational Protocols

All University buildings, offices, classrooms or other areas on campus are open for access by established hours through the [Building Hours and Access Policy](#).

Pursuant to this policy, building hours are posted on entry doors of University Buildings that are open to the public either by automatic lock or the University Police.

Any exceptions to standard business hours must be approved by University Police.

Control of University buildings is contained through

- Access approval through University Police
- Physical key control through Facilities
- Electronic access administered through Information Technology Systems

Access

The following establish how individuals, employees, staff and faculty request building access and establish requirements for reporting or returning access keys or cards, or codes. Students WILL NOT be issued keys. They must gain access to authorized work spaces through full time faculty or staff, most often by using a lock box (see next section). This includes graduate students working with Professors.

Blue Pass

Blue Pass is a printed/physical pass on blue paper that permits afterhours access. A request for an after-hours Blue Pass is made to the University Police.

University Police will send requestor a notification the pass is ready for pick up at University Police Department IS 1024 any weekday Monday through Friday between 8:00 a.m. and 4:00 p.m.

Key Entry

Facilities maintains all campus keys and University Police approve all building access.

All requests are generated through a Request Form, part of the University's Work Order system. All requests are approved by University Police before Facilities provides a key to University Police.

If the request is not approved, requestor will be notified through an automatic email notification. Questions relating to denied requests are directed to University Police.

Request Type	Process
New Key Request	Requestor must compete a Request Form. University Police will approve all requests before submitting to Facilities. Facilities will obtain the required key and provide to University Police. University Police will send an email notification to requestor that key is available for pick up.at University Police Department, IS 1024, any weekday Monday through Friday between 8:00am and 4:00pm. Keys may only be picked up by the end user or "keyholder" on the request. Be prepared to show identification is required at pick up. Keys which are not picked up in 1 week (5 business days) of notification to the end user will be returned to facilities as not issued. Requests for keys that will not be used within 2 weeks of the request will be denied. Upon completion of the request, requestor will receive an email notification that the work order is "Closed".
Lost Key Notification	Key holders who have lost an assigned University access key, should immediately contact University Police at 920-465-2300 x2. University Police may provide temporary access by unlocking a building with key access. Key holder is required to submit a Request Form that follows the same process described above.

Electronic Access

Individuals assigned to locations that require card swipe access must contact University Police or Department Supervisor.

In the event a card is compromised, individuals must obtain a new card at University Ticketing and Information Center (UTIC) at the Student Union Obtaining a new card will automatically deactivate the old card within 15 minutes.

Security concerns are to be addressed with University Police, in tandem with the divisional leader, who will determine the risk and take appropriate next steps.

Fobs may be used at the Marinette, Manitowoc and Sheboygan campuses and administered by Department Supervisor.

Handprint access is an Informational Technology Department access portal only and managed by this department.

Lock Box

Departments may establish a coded lock box to maintain extra keys for the purpose of:

- Providing access to keys by students
- Allowing temporary check out of a key for offices or areas under the department's control
- Issuing keys to Teaching Professors or LTE staff

Lock boxes must be in a locked and secure area. Department Supervisor assigned to control the lock box will keep a log identifying individuals who have been given the lock box code and the date.

Campus departments administering Lock Boxes assume responsibility for the keys assigned to the Lock Box. University Police reserve the right to remove a key(s) from any Lock Box which is not adequately safe guarded by the department or found unsecured.

Questions relating to denied requests are directed to University Police.

Request Type	Process
Lock Box Request	Department Supervisor must compete a Request Form. University Police will approve all requests before submitting to Facilities. Facilities will obtain the required lock box which will be charged to the requestor department. University Police will approve the request and initiate Facilities installing the lock box. University Police will send an email notification to requestor that key for the box is available for pick up at University Police Department, IS 1024, any weekday Monday through Friday between 8:00 a.m. and 4:00 p.m. Key may only be picked up by the Department Supervisor who made the requestor. Be prepared to show identification is required at pick up.

Request Type	Process
	Keys which are not picked up in 1 week (5 business days) of notification to the end user will be returned to facilities as not issued.
	Requests for keys that will not be used within 2 weeks of the request will be denied.
	Upon completion of the request, requestor will receive an email notification that the work order is "Closed".
Lost Key Notification	Individuals who lose or misplace a community property key contained within a lock box, should immediately contact the Department Supervisor who oversees the lock box.
	The Department Supervisor assigned control of the lock box will immediately contact University Police at 920-465-2300 x2 and submit a new Request Form that follows the same process noted above, with the exception that University Police, in tandem with the Dean, will determine the risk. A decision will be made if the key will be replaced or the lock will be replaced.
	University Police may provide temporary access by unlocking a building with key access.
Lost Code Notification	Individuals assigned a code to a lock box that forget the code are to contact the Department Supervisor who oversees the lock box.
	In instances where a code has been compromised, the Department Supervisor assigned control of the lock box will change the lock box code.

External Key Access

Keys issued to contractors and/or outside service personnel require pre-approval of the Department/Project Manager and University Police. All requests for contractor access are made by the Department/Project Manager.

Request Type	Process
Key Request	Department/Project Manager must compete a Request Form.
	University Police will approve all requests before submitting to Facilities. Facilities will obtain the required key and provide to University Police.
	University Police will send an email notification to requestor that key is available for pick up.at University Police Department.
	The Department Supervisor/Project Manager will notify the contractor the keys are available. Contractor and/or contractor employees will pick up keys at University Policy Department, IS 1034, any weekday Monday through Friday between 8:00 a.m. and 4:00 p.m.
	Keys may only be picked up by the end user or "keyholder" on the request. Be prepared to show identification is required at pick up.
	Keys which are not picked up in 1 week (5 business days) of notification to the end user will be returned to facilities as not issued.

Request Type	Process
	Requests for keys that will not be used within 2 weeks of the request will be denied. Upon completion of the request, Department Supervisor/Project Manager who made the request will receive an email notification that the work order is "Closed".

Key Return

All keys are required to be returned to University Police. Individuals no longer requiring access for reasons of separation of employment, transfer, or any other reason, must return all keys to University Police. University Police will verify all authorized keys have been returned and forward keys back to Facilities to be placed within the proper secured area.

Keys are NOT permitted to be transferred from one individual to another. Replacement individuals or employees must use the Key Access process to be an authorized key holder.

A key charge will be assessed to appropriate department if keys are not returned.

Key Control Audit

University Police initiates an audit upon receipt of a new key request. Audit may include, but not limited to, verification of keys assigned to a specific location or individual.