



## Residential Access Policy

Effective Date:  
December 2018

Office: Residence Life, Facilities  
Management, Campus Police &  
Student Business Center

**PURPOSE:** *This section should include reason or rationale for the policy.*

The purpose of the Residential Access Policy is to maximize personal safety and to protect property. This policy ensures that access control is given to appropriate students and staff for appropriate reasons and it defines the responsibilities of key and card holders.

**REFERENCE DOCUMENTS/  
RELATED INFORMATION:**

*List any other policies or information that should be cross-referenced.*

**SCOPE:** *Who is affected by this policy or needs to read it?*

Students, Staff, Faculty, and University Visitors

**POLICY HISTORY:** *Include any information about previous versions or whether this replaces an existing policy.*

**POLICY STATEMENT:** *State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. How-to procedures can be elaborated on in the Procedures section.*

**Policy:**

In an effort to provide a safe and secure environment to learn, teach, live and work, the University limits and controls keys and card access to residential University facilities and spaces. It is also the policy of the University of Indianapolis that all residence halls are locked 24 hours per day, 7 days a week.

**Procedures:**

**Control of Residential Key Access**

Overall responsibility for residential student key control rests with Residence Life, which shall serve as the primary point of contact for matters related to key and card access, use, possession, duplication, dissemination, upkeep, inventory, policy adherence and notification of residential-related issues or concerns. Residence Life will coordinate with the Facilities Management to ensure that existing keys are inventoried, purged, replaced, destroyed, and/or new keys are made. Residence Life will coordinate with the Student Business Center for matters related to card access.

Campus Police have access to room assignment lists.

**University Staff and Residence Hall Access**

The only staff members who are allowed to receive keys/card swipe access to residence halls are approved members of the Student Affairs team, approved members of the Facilities Management Team, approved members of Campus Police, and approved members of the Information Technology team. These requests must be approved by the Vice President for Student & Campus Affairs or the Chief Operating Officer. Records of staff members with residence hall access will be kept by Facilities Management. No temporary staff in these departments will be allowed to receive keys/card swipe access to residence halls.

University Staff members should be provided card swipe access in lieu of keys. However, if unique circumstances exist, the Vice President for Student & Campus Affairs or the Chief Operating Officer can determine if key access should be given.

**Vendors and Contractors and Residence Hall Access**

Authorized vendors or contractors requiring access to residence halls must arrange for access through Facilities Management. Facilities Management requires that vendors and contractors sign in and check out only the necessary residence hall keys/swipe cards.

Unless other arrangements have been made with Director of Facilities Management, keys and swipe cards must be returned by the end of each working day.

Vendors should be provided card swipe access in lieu of keys. However, if unique circumstances exist, the Vice President for Student & Campus Affairs or the Chief Operating Officer can determine if key access should be given.

### **Training**

Each employee in Residence Life, Student Business Center, Facilities Management and Campus Police will receive training on this policy and the proper handling of keys. Key responsibility is a vital part of each employee's job performance.

### **Distribution of Access Cards**

Upon registration, students are issued student IDs that provide them access to the main entrance doors of their residence halls. Activation of the ID access mechanism begins on move-in day and ends on move-out day. The access mechanism is also deactivated during scheduled school breaks, unless the student has obtained approval to stay on campus during the break.

To learn more about the issuance or replacement of student IDs, visit the Student Business Center.

### **Distribution of Keys**

At check-in, Residence Life will issue keys to resident students. Students must appear in person. The issued key will unlock her/his residence hall room and interior hallway doors.

As a reminder, when students complete their online housing application, they agree to abide by University and residential life policies, which can be found [here](#).

### **Key Return**

Residential students who have been issued keys for their residence are expected to return all keys directly to residence life staff members in their assigned living area prior to their departure from campus after move-out. If a key is not returned, the students will be assessed a monetary fine for a lost key and Residence Life will recore the door. See fines section of this policy, which is also outlined in the Student Handbook.

Key return may not be facilitated by a roommate or any other persons without express permission of the residence life staff in advance of departure.

The residence life staff will inspect the key for defects, ordering a replacement as necessary from Facilities Management, then add any functional keys back to the building stock, while adding it to the inventory for later redistribution. Any keys found to not be working or that access a lock that is no longer assigned to a particular living space will be sent to Facilities Management to be destroyed.

### **Lockouts**

The exterior doors of each residence hall remain locked 7 days a week, 24 hours per day so that only residents, approved staff and escorted guests can enter via key or card access.

In the event a student is locked out of his residence hall or room, please contact the residence life staff for assistance.

Residents must produce a UIndy ID card in order to obtain lockout assistance. If they cannot produce an ID card, they must provide their student ID number. If they can't produce their student ID number, they will be asked to wait for a roommate to return in order gain access to their room. If a student is in a single occupancy space or cannot wait for a roommate, a staff member will escort the resident to her room and require the student to produce a student ID card or other means of identification.

The residence life staff will record the number of instances in which a student has requested lock-out assistance.

The first two lockouts will be assisted as a courtesy. Any subsequent lockout assistance that is needed will assess a fee each time a staff member assists. See the *Fines* section of this policy, which is also outlined in the Student Handbook.

### **Lost or Stolen Keys and Cards**

Lost keys and cards should be reported to residence life staff immediately. Once reported, the door(s) will be recored.

If a key or card to a residence hall room has been stolen, students should contact Campus Police immediately to file a Police Report and contact Residence Life to have the door recored. If a key has been stolen, and the student has a copy of the police report, the replacement fee will be waived in most cases.

Residence Life will immediately request that Facilities Management recore the door. Once the request is made, the core will be changed regardless of whether or not the key is subsequently found.

A new core will be placed on the resident room within two business days from the time a key is reported lost or stolen and any student assigned to that room will be given a key. Card access will immediately be deactivated. Students should purchase a new ID from the Student Business Office.

For exceptional circumstances, door core changes may be implemented at the discretion of the Residence Life staff.

Students will be assessed a monetary fine for lost keys. See fines section of this policy.

### **Recoring**

Students can request to have the door recored at their expense. The student must contact residence life staff in order to have a recore request approved.

### **Lending of Keys**

For safety reasons, residents may not lend their keys or student ID to others.

IDs being shared can be confiscated by Student Affairs staff. See the *Discipline* section of this policy.

### **Key Duplication**

Duplication of keys is prohibited and must be reported to Residence Life staff immediately. See the *Fines/Sanction/Discipline* section of this policy.

### **Resident Key Inventory Processes & Procedures**

Residence Life maintains secure records of issued access cards and keys.

Each student room should have the appropriate number of keys, which includes one for each student and one for the lockout box at the service desk.

Spare keys to access student housing rooms are kept in locked and secured cabinets in student housing and controlled by Residence Life.

Residence Life will conduct a formal inventory of keys two times per year.

### **Guest Access**

Courtesy phones are located at the main entrances to residence halls. These are provided as a means for guests and visitors to contact the resident they intend to visit. The resident must escort the guest into the residence hall and is responsible for that guest while in the building.

Residents may not provide their ID card to a guest to enable them unrestricted access to a residence hall. See the *Discipline* section of this policy.

### **Mailbox Keys**

Upon check in, Roberts Hall residents are issued a mailbox key. Mailbox keys have the same return process as set out in the *Key Return* section of this policy.

Additional mailboxes are found in the Schwitzer Student Center and are managed by the Follett bookstore.

### **Retrieval of Items from a Room**

Security is a top priority for the University of Indianapolis and, as such, living area room doors that are locked will not be unlocked for any party other than the assigned student.

Express written consent from a verified source (i.e., University email) is required to request that another party be given access to a student space.

### **Key Purging/Destruction**

Facilities Management is responsible for the destruction of keys in a manner that prevents duplication.

### **Fines/Sanctions/Discipline**

Fines

- Lockouts: \$30 on third lockout and \$30 for each additional lockout
- Sharing/key/student ID: \$50
- Lost Keys resulting in recoring of door: \$100

- Replacement ID: \$20

If the fines are not paid, a transcript hold will be placed on the student's account.

Please see [the Student Handbook](#) for more information on student judicial procedures.

### **Security for Students**

Residents must lock the doors to their room each time they leave and carry their room key and ID at all times.

Key and card holders shall not “prop” doors or leave them unlocked during hours when the facility is normally closed. Violators are subject to disciplinary action.

University keys and cards shall not be left unattended or in unlocked vehicles. University keys left in vehicles must be locked and out of view.

Residents should not allow strangers to enter the building behind them. If an unauthorized person pushes past a student or follows a student through the door, the student should immediately call Campus Police and residence hall staff. Violators are subject to disciplinary action.

Residents shall notify residence hall staff of broken doors and security equipment.

Residents should keep in mind that all residence hall exterior entrance doors have security cameras to capture images of people coming and going from buildings.

### **Use of Residence Halls for Overnight Conferences and Camps**

A policy is in development for key use and access for overnight camps and conferences.