

WHAT ACCESS CONTROL POLICIES AND PROCEDURES HAVE BEEN UPDATED SINCE 2007?

On 1 April 2017 the following procedural changes were implemented to reinforce [SFU Policy AD 1.04](#) paragraph 2.5d which states, “When no longer required, (key/card) must be returned to the issuing office in person by the individual to whom it was issued”:

1. Deposits will be forfeited on any key not returned within 1 year of when it has been converted (i.e. when the lock has been changed and the key no longer opens the assigned door). Keys not returned after 1 year will be considered lost.
2. Deposits may be forfeited on any key issued to a contractor who is no longer actively contracted with SFU – a 45 day grace period will be in place to allow for departments or the individual to return the key. Contractors who fail to return keys may be subject to additional penalties.
3. Deposits may be forfeited on any key issued to a student who is no longer registered and considered active – a 45 day grace period will be in place to allow for departments or the individual to return the key.
4. Deposits may be forfeited on any key issued to a non-active staff member or faculty member (i.e. a staff/faculty member who has been terminated and confirmed no longer with SFU) – a 45 day grace period will be in place to allow for departments or the individual to return the key.
5. Deposits will be forfeited on any card/fob issued to a contractor or visitor if the card/fob has not been authorized for use within the past 3 months. The card/fob will remain in the system for 3 years and we will reactivate at no charge, but we will no longer offer a refund due to violation of AD 1.04.
6. Deposits will be forfeited on any card/fob issued to a student or identified as a departmental shared card where the card has not been authorized for use within the past 6 months. The card/fob will remain in the system for 3 years and we will reactivate it at no charge, but we will no longer offer a refund due to violation of AD 1.04
7. Deposits will be forfeited on any card/fob issued to a staff member or faculty member who failed to return the card/fob within 45 days of their termination date. We will reactivate the card at no charge, if the staff or faculty member returns within 3 years but we will no longer offer a refund due to violation of AD 1.04.

Special Arrangements

Where special situations exist, such as a professor emeritus who has been granted access by the department, arrangements shall be made between the department and Physical Security Solutions.

On 1 April 2018 the following procedural changes were updated:

1. Deposits are phased out for SFU paid staff and faculty as well as on departmental keys and cards. Deposits still apply on door keys for students, visitors and contractors. Service charges will continue to be applied and are payable by the requesting department. Deposits paid by SFU paid staff and faculty collected prior to 1 April 2018 will be kept in trust until the key or card is returned; the original deposit will be returned once the key or card has been returned to the issuing office. All other deposits remain in effect. Deposits on cards/fobs have been phased out and these items are now sold for a \$20 non-refundable fee.
2. Deposits will be forfeited on any card issued for the Key Scan access control system originally used in the Discovery 2 building if not returned by 1 September 2018 due to violation of AD 1.04.

WHAT IS BEING DONE TO REDUCE ACCESS CONTROL RISK MOVING FORWARD?

For the first time in SFU's history, a complete audit of all keys has begun. The Burnaby Campus alone has over 55,000 door keys and several thousand keys exist at both the Surrey & Vancouver campuses. Physical Security Solutions has begun a comprehensive audit of all keys that have been issued since SFU opened in 1965. During 2018, records were updated for 25,000 keys and work is continuing to confirm the status of over 10,000 keys.

Key holders are being asked to provide details including the key code and serial number of each and every SFU door key. Access Control has created an **information sheet** to help key holders understand what to look for on their keys and in cases where the key code or serial number is missing, the holder is asked to advise of this too.

Once the review is completed, departments will be provided reports detailing any outstanding keys so that decisions on risk reduction options may be made. Physical Security Solutions in partnership with IT Services is developing a new database which will allow authorized signing authorities to obtain reports related to the keys their staff have issued, this is one of many risk reduction initiatives underway.

Any questions related to the audit may be submitted via email to access_control@sfu.ca.