

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 56)

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**Physical Access Control Policy**

**1. Purpose**

The physical Access Control Policy describes the policy and process to request, grant, monitor, and control physical access to Virginia Military Institute (VMI) buildings, rooms, and facilities, as well as accountability for the access cards and keys used to grant access. Traditional metal keys and electronic access cards are in scope for this policy. Refer to General Order 39 (ID Card Policy) for policy on VMI picture identification cards (VMI-ID). Four kinds of locks in scope for this policy are:

- a. **Biometric Reader** – device that measures the physiological characteristics of an individual and unlocks door(s) after making an automated comparison to a database of personnel with authorized access.
- b. **Computer Managed (CM) Locks** –these locks are proximity-enabled, do not have a key pad and tumbler lock, and are wired to a central computer database.
- c. **Keypad Locks** – These locks open when in the proximity of a chip embedded in a VMI Access Card with proper authorization. They have a keypad, tumbler key lock, and may be proximity-enabled. These locks are stand-alone devices and not wired to a central computer database.
- d. **Tumbler Key Locks** – These locks are standard lock most people know that allow access with a metal key.

Contact VMI Post Police for afterhours emergency access.

**1.1. Objectives**

- a. To maximize physical security with minimum logistics.
- b. To establish control of access cards and keys including duplication and distribution.
- c. To establish documented accountability for all keys, access cards and electronic access granted.
- d. To remove access timely when it is no longer appropriate.
- e. To restore physical security timely when access control has been compromised.

## 1.2 Terms and Definitions

- a. **Issuer** – for the purpose of this policy, an issuer is any person regardless of department that is authorized to provide an access card or key as defined in the Roles and Responsibilities section.
- b. **Physical Access** – Ability to enter a building or room in a building which is facilitated by a metal key or a VMI electronic access card. In general, it is preferred to grant physical access by VMI electronic access card. Access with VMI electronic access cards can be more easily controlled versus traditional metal key access.
- c. **VMI Access Card** – serial-numbered, plastic access cards issued to employees, cadets, and visitors. The VMI Access Card grants access to buildings and rooms locked with proximity (electronic) locks. There are two types of access cards:
  - i. a VMI-ID is picture identification access card with the individual's picture on it,
  - ii. a VMI-VAC is a VMI visitor access card with no picture.

**Note:** Any individual that given a VMI-ID with electronic access must have a Colleague ID.

## 1.3. Roles and Responsibilities

All personnel responsible for physical access and its control are employees of the Virginia Military Institute. Department and individual roles and responsibilities follow:

- a. **Access Authorizer or Department Head**
  - i. Contacts the Electronic Lock Coordinator to remove any access that is not appropriate, as soon as possible but no more than 10 days from the time they receive the report.
  - ii. When contacted by a key holder or cardholder of physical access issues, they should contact the Information Technology Help Desk, who will contact the party that can resolve the issue. Depending upon the circumstance, the Help Desk may refer the issue to Physical Plant, Human Resources Office, Deputy Commandant Office, Information Technology, the Electronic Lock Coordinator, or Building Coordinator, with instructions to contact the individual and Department Head once resolved.
  - iii. The Department Head will be responsible for obtaining all issued keys and will turn the keys over to the VMI Physical Plant Customer Service Department. Department Head may contact VMI Physical Plant Customer Service to find out the keys issued.
  - iv. Review the access reports for their rooms/areas from the Electronic Lock Coordinator.

**b. Access Card and Key Holders**

- i. Must return all keys and access cards to the issuer within twenty-four (24) hours of transferring departments, offices or buildings, and when the access is no longer needed for their position and prior to their separation from VMI.
- ii. Are cadets, employees, eligible employee dependents, retirees, affiliated agency members, and visitors. Refer to General Order Number 39 for details.
- iii. For purposes of this policy, an employee is any faculty, cadet, non-cadet, student, staff, or classified employee of VMI employed on a full- or part-time basis.
- iv. Agree not to compromise the security of any area or building.
- v. Understand these acts are prohibited:
  - 1) Loaning keys
  - 2) Transfer of keys
  - 3) Unauthorized duplication of keys
  - 4) Altering locking mechanisms
  - 5) Admitting unauthorized person(s) into a building or area
  - 6) Failure to return a key or report lost keys
- vi. For any type of physical access problem, contact the card issuer or Department Head.

**c. Building Coordinators**

- i. Activate cards and set expiration dates.
- ii. Track the cards issued to them and perform periodic inventories of the cards.
- iii. Are authorized to exercise supervisory responsibility of their buildings and resolve any issues with access control in their buildings.
- iv. Recover the VMI Visitor Access Card from each visitor prior to that visitor's permanent departure from VMI.
- v. Human Resources Office issues a maximum of ten (10) VMI Visitor Access Cards to Building Coordinators.

**d. Electronic Lock Coordinators**

- i. Each building equipped with proximity locks has an Electronic Lock Coordinator trained in the use of the proprietary software that controls the proximity lock access.
- ii. Report to the Building Coordinators.
- iii. Grant or restrict access to proximity locks and/or Biometric Hand Readers as authorized by Department Heads.
- iv. Set the expiration date for the Access Card to match the date printed on the Access Card, with the exception of VMI Visitor Access Cards.
- v. Update the keypad locks as authorized.
- vi. Do not have authorization to add, delete, or edit any cardholder or credential data.
- vii. Work with the access system administrator to configure area definitions and schedules.
- viii. Conduct biannual inventories of access.
- ix. At least once a year, after the start of the fall semester, each building Electronic Lock Coordinator shall provide to each Department Head, access authorizer, a report of those permitted to access each room they authorize access to.

e. **Commandant of Cadets or designee**

- i. The only one permitted to request, issue and recover keys that provide access to areas within Barracks.

f. **Deputy Commandant Staff**

- i. Issue VMI access cards to cadets.
- ii. Ensure the ID Works database is automatically updated with the cadets' information when the card is printed.
- iii. The same day they are notified, contact all Electronic Lock Coordinators by e-mail, with cadet name and card number, to terminate access. The card is to be destroyed thereafter.

g. **Department of Information Technology Staff**

- i. Administrates the Security Management System access software.
- ii. Maintains cardholder information and credentials.
- iii. Deactivates access cards as directed.
- iv. Department Heads will contact the Help Desk when a key or cardholder has physical access issues. The Information Technology Help Desk will contact the party that can resolve the issue. Depending upon the circumstance, the Help Desk may refer the issue to Physical Plant, Human Resources Office, Deputy Commandant Office, Information Technology, the Electronic Lock Coordinator, or Building Coordinator, with instructions to contact the individual and Department Head once resolved.

h. **Human Resources Office Staff**

- i. Issue all VMI-IDs identification cards with pictures.
- ii. Prior to issuing a VMI-ID, shall update the ID Works and Colleague databases.
- iii. Issue no more than ten (10) serial numbered VMI-VAC each to Building Coordinator who is responsible for access to areas with proximity locks.

i. **Physical Plant Staff**

- i. Issue all metal keys.
- ii. Maintain all access lock hardware not maintained by outside vendors.
- iii. Issue keys to outside vendors or contractors, as requested by Department Heads.
- iv. The only ones authorized to issue keys to vendors and contractors.
- v. Maintain the inventory of keys issued.

j. **Supervisors**

- i. Recover VMI Access Cards and keys from employees who are permanently departing VMI and turn them over to their Department Head. The department head will then return all keys and cards to the VMI Physical Plant. Department heads may not transfer keys or cards to other individuals.

## 2. Policy

- a. All buildings and room with electronic access control have designated access authorizers, for classrooms access authorizers are generally faculty, for the IT server room it is the IT Director, etc. To find out who the access authorizers are for a particular building or room contact the building's Electronic Lock Coordinator. A list of these can be obtained by contacting the Building Coordinator or by contacting the Physical Plant Locksmith Shop.
- b. Metal keys may only be issued if access to the designated area using a VMI Access Card is not possible.
- c. Access cards and key requests must be submitted in writing using appropriate forms as follows:
  - i. **Employee, eligible employee dependents, affiliated agency and retiree access cards**
    - 1) Initial access is granted through the VMI picture ID provided by Human Resources.
    - 2) Department Heads request initial and additional access for individuals in their Department through the Electronic Lock Coordinator in the building(s) where access is appropriate based on their assigned responsibilities. Access cards are set to expire on the expiration date stamped on their VMI Access Card. Access should be re-evaluated whenever an employee changes job responsibilities and upon card renewal.
  - ii. **Cadet access cards**
    - 1) The Deputy Commandant Office issues cadet access cards. Any access granted to cadets is temporary and is normally set to expire at the end of the semester. Under unusual circumstances (e.g. access for student assistants) access may be granted for the entire academic year. Department Heads request additional access for individuals in their Department through the Electronic Lock Coordinator in the building(s) where access is appropriate based on their assigned responsibilities.
  - iii. **VMI visitor access cards**
    - 1) In instances where a visitor will be on Post for an extended period and it is advantageous to VMI, a Visitor Access Card may be requested with limited access to areas deemed essential by Department Heads for individuals in their Department through the Electronic Lock Coordinator in the building(s). All VMI visitor access cards will be set to expire when the reason for the access is no longer needed but no later than their visit ends. For example, a contractor needing access will have the access expire no later than the end of the contract.
  - iv. **Employee, and their Post resident family members, cadet and visitor keys**
    - 1) Request keys by a completing "Request for Key Issuance" form available at VMI Physical Plant Office (Hinty Hall). This form is also available on-line from the VMI Physical Plant website. Department heads must sign and approve requests for key issuance. All key requests are on file and considered

confidential. Contact VMI Physical Plant Customer Service at 464-7357 during normal business hours for assistance.

- 2) Access authorizers will be notified by email that the key is available for pick-up at the VMI Physical Plant Customer Service counter. The access authorizer will instruct the person getting the key they must appear in person with a valid VMI-ID with picture and sign for their key. Only the person named on the key request form may pick up the key.
- d. Keys and access cards must be returned when responsibilities change, and prior to leaving the Institute. It is the responsibility of the issuer to retrieve the cards for employees, cadets and visitors.
- e. Damaged, lost or stolen access cards - If a VMI Access Card is lost or stolen, the individual should immediately notify the VMI IT Help Desk to have the card deactivated. Notify VMI Police if the card was stolen. Flexing can damage the cards. Contact the issuer to have a replacement card requested. See item "c" in this section. The new card must be programmed by the Electronic Lock Coordinator.
- f. If a key is lost, immediately notify the VMI Physical Plant Customer Service Department. Original requestors must submit a completed "Request for Key Issuance" form for replacement keys. Key Costs to replace and re-key locks will be determined on a case-by-case basis by the Deputy Superintendent for Finance, Administration, and Support. If you think a key has been stolen, notify VMI Police.
- g. At the beginning of each semester, faculty shall provide a by-name and by-class-section list of those cadets who require access to the appropriate building Electronic Lock Coordinator. The Electronic Lock Coordinator will grant authorized access, and remove access no longer appropriate.
- h. The Electronic Lock Coordinator may generate a report from the Electronic Lock Database showing who has current access to the room upon request from the Department Head, and as needed to comply with legal requirements, audit requests and other investigations.

FOR THE SUPERINTENDENT:

James P. Inman  
Colonel, US Army (Ret.)  
Chief of Staff

OPR: IT  
DIST: E

**REQUEST FOR KEY ISSUANCE**

**DATE:** \_\_\_\_\_  
**EMPLOYEE/STUDENT ID NUMBER:** \_\_\_\_\_  
**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

STUDENT                      BARRACKS ROOM # \_\_\_\_\_                      PHONE # \_\_\_\_\_  
 EMPLOYEE                      DEPARTMENT \_\_\_\_\_                      POSITION \_\_\_\_\_

Full Time Staff                       Part Time Staff                       Full Time Faculty                       Part Time Faculty

HOUSING \_\_\_\_\_  
 OTHER (PLEASE SPECIFY) \_\_\_\_\_

**REASON FOR ACCESS REQUEST:**

New Employee                       Additional Access Needed                       Replace Lost Key                       Replace Damaged Key

Office/Room Transfer Other \_\_\_\_\_

BUILDING/OTHER (Specify)	Room Number	Room Description	Key Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

\_\_\_\_\_  
*Printed Name of Requestor's Department Head*

\_\_\_\_\_  
*Department Head's Signature*

**RECEIPT ACKNOWLEDGEMENT:**

I acknowledge that I have received a key to the above requested location(s) and am aware of my responsibilities in accordance with the Virginia Military Institute policies.

\_\_\_\_\_  
*Key holder's Signature*

\_\_\_\_\_  
*Date*

**FOR OFFICE USE ONLY:**

Cut Additional Key                       Change Lock                       Old Key Returned \_\_\_\_\_

\_\_\_\_\_  
*Locksmith's or Designee's Signature*

\_\_\_\_\_  
*Date*