

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 56)

4 September 2019

**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 the policy on VMI picture identification cards (VMI-ID). Three kinds of locks in scope for this policy are:

- A. **Computer Managed (CM) Locks** –these locks are proximity-enabled, do not have a keypad and tumbler lock, and are wired to a central computer database.
- B. **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.
- C. **Tumbler Key Locks** – These locks are standard locksets that allow access with a metal key.

Contact VMI Post Police for after-hours 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 timely remove access when it is no longer appropriate.
- E. To timely restore physical security 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** – The ability to enter a building or room in a building, when the option is available by a metal key or a VMI electronic access card. In general, it is preferable to grant physical access by a VMI electronic access card when that option is available. Access with VMI electronic access cards can be more securely 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:
- 1) VMI-ID is a picture identification access card with the individual's picture on it, and
  - 2) VMI-VAC is a VMI visitor access card with no picture (description only).

**Note:** Any individual 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**

- 1) Contacts the Physical Plant Help Desk for notification to remove any access that is not appropriate.
- 2) When contacted by a key holder or cardholder for physical access issues, they should contact the Physical Plant Help Desk, who will contact the appropriate party that can resolve the issue.
- 3) Will be responsible for obtaining all issued keys and returning keys to the VMI Physical Plant Administrative Office. Department Heads may contact the VMI Physical Plant Locksmith Shop to confirm what keys have been issued.
- 4) Review access reports for their rooms/areas from the Physical Plant Locksmith Shop.

#### **B. Access Card and Key Holders**

- 1) 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.
- 2) Are cadets, employees, eligible employee dependents, retirees, affiliated agency members, and visitors. Refer to General Order Number 39 for details.
- 3) 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.
- 4) Agree not to compromise the security of any area or building.
- 5) Understand these acts are prohibited:
  - Loaning keys
  - Transferring keys

- Unauthorized duplication of keys
  - Altering locking mechanisms
  - Admitting unauthorized person(s) into a building or area
  - Failure to return a key or report lost keys
- 6) For any type of physical access problem, contact the Physical Plant Help Desk.

**C. Building Coordinators**

- 1) Approve the activation of cards and set expiration dates.
- 2) Track the cards issued to them and perform periodic inventories of cards.
- 3) Are authorized to exercise supervisory responsibility of their buildings and resolve any issues with access control in their buildings.
- 4) Recover the VMI Visitor Access Card from each visitor prior to that visitor's permanent departure from VMI.

**B. Physical Plant Locksmith Shop**

- 1) 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.
- 2) Update keypad locks as authorized.
- 3) Work with the access system administrator to configure area definitions and schedules.
- 4) Conduct biannual inventories of access.
- 5) At least once a year, after the start of the fall semester, shall provide to each Department Head and Access Authorizer a report that identifies those authorized to access rooms.

**D. Commandant of Cadets or designee**

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

**E. Deputy Commandant Office**

- 1) Issue VMI access cards to cadets.
- 2) Ensure the ID Works database is automatically updated with the cadets' information when the cards are printed.
- 3) The same day they are notified that a cadet is departing VMI, contact the Physical Plant Help Desk with the cadet's name and card number to terminate access. The card is to be destroyed thereafter.

**F. Information Technology**

- 1) Administers the Security Management System access software.
- 2) Maintains cardholder information and credentials.

**G. Human Resources Office**

- 1) Issues all VMI-ID identification cards with pictures.
- 2) Prior to issuing a VMI-ID, shall update the ID Works and Colleague databases.

**I. Physical Plant Locksmith Shop**

- 1) Issues all metal keys.
- 2) Maintains all access lock hardware not maintained by outside vendors.
- 3) Issues keys to outside vendors or contractors, as requested by Department Heads.
- 4) The only entity authorized to issue keys to vendors and contractors.
- 5) The only entity authorized to issue electronic access cards to vendors and contractors as requested by Physical Plant, Construction Office, or Auxiliary Services.
- 6) Maintains the inventory of keys issued.
- 7) Activates and deactivates access cards as directed by Access Authorizers or Department Heads.
- 8) Department Heads will contact the Physical Plant Help Desk when a key or cardholder has physical access issues.

#### J. Supervisors

- 1) 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 Administrative Office. Department Heads may not transfer keys or cards to other individuals.

### 2. Policy

- A. All buildings and rooms with electronic access control have designated Access Authorizers. Access Authorizers for classrooms are generally faculty, but for the IT server room it is the IT Director, etc. A list of Access Authorizers 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:
  - 1) **Employee, eligible employee dependents, affiliated agency, and retiree access cards**
    - a. Initial access is granted through the VMI picture ID provided by Human Resources.
    - b. Department Heads request initial and additional access for individuals in their department 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. Requests should be directed to the Physical Plant Help Desk.
  - 2) **Cadet access cards**
    - a. 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 Physical Plant Help Desk in the building(s) where access is appropriate based on their assigned responsibilities.

3) **VMI visitor access cards**

- a. 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 Physical Plant Help Desk. All VMI visitor access cards will be set to expire when the reason for the access is no longer needed, but no later than when their visit ends. For example, a contractor needing access will have the access expire no later than the end of the contract.

4) **Employee and their Post resident family members, cadet, and visitor keys**

- a. Request keys by completing a "Request for Key and/or Card Issuance" form. Department Heads must sign and approve requests for key issuance. All key requests are on file at Physical Plant and considered confidential. Contact VMI Physical Plant Help Desk at 464-7357 during normal business hours (0730 – 1600 hrs) for assistance.
- b. Access authorizers will be notified by email that the key is available for pick-up at the VMI Physical Plant Administrative Office. The access authorizer will instruct the person getting the key that 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 cards from employees, cadets, and visitors.
- E. Damaged, lost or stolen access cards - If a VMI Access Card is lost or stolen, the individual shall immediately notify the Physical Plant 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 Physical Plant Locksmith Shop.
- F. If a key is lost, immediately notify the VMI Physical Plant Help Desk. Original requestors must submit a completed "Request for Key Issuance" form for replacement keys. Recovery costs to replace and re-key locks due to lost keys will be determined on a case-by-case basis by the Deputy Superintendent for Finance, Administration, and Support. Notify VMI Police if a key was stolen.
- G. At the beginning of each semester, faculty shall provide to the Physical Plant Help Desk a by-name and by-class-section list of those cadets who require access to designated areas. The Locksmith Shop will grant authorized access and remove access no longer appropriate.
- H. The Locksmith Shop may generate a report from the electronic lock database showing

who has current access to areas 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 AND/OR CARD 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 \_\_\_\_\_

**PLEASE SPECIFY - Key Access [ ] or Card Access [ ]**

**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 and/or card access 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*

**Submit this form by mailing to the Physical Plant Administrative Office or by email to [PhysicalPlantHelp@vmi.edu](mailto:PhysicalPlantHelp@vmi.edu)**