



Policy Series #: 6000 & 6000(P)
Policy Manager: Judy Enright
Security Card Access Policy & Procedure

Purpose: The purpose of this policy and procedure is to provide for the safety of our employees and to prevent theft of state property.

Applicability: To request a building security access card or keypad code, contact your Supervisor.

Definitions: n/a

Does this policy have a procedure? Yes. (see below):

Facilities 6000(P), Security Card Access Procedure

An access security card/keypad code will be issued to employees on an as-needed basis with the consent/request from their immediate supervisor. The access card will be required to gain access to the building after normal building hours. The employee must enter and leave the building using the same door. The employee must swipe his/her access card in the machine upon entering and exiting the building. Failure to swipe the card upon exiting the building will result in the system rejecting access the next time the employee attempts to enter the building after hours. The card can be reactivated by contacting the Facilities Department. Keypad code and instructions for use will be given once supervisor approval is granted. Card readers are installed in the following locations.

- Austin West Building – North Link door (W4),
- Austin East Building – South Entrance (E1),
- Owatonna Campus – South Front Entrance,
- Albert Lea Campus – Inside the Receiving Entrance

Date of Initial Review by President’s Cabinet: 3/14/2013.

AASC Review (if applicable):

FSGC Review (if applicable): 4/24/2013.

Date of Final Approval / Policy Adoption: 6/13/2013

Date & Subject of Revisions: