Article IV. College Security Policy

Section 4.01 General College Security

General building security and enforcement of civil and criminal law are the responsibility of the University Public Safety Office and the Oregon State Police. The Dean and or Provost are the designated public spokesman for the College on all security-related issues.

Issuance of keys and electronic access is under the authority of the University Key Shop. The University Key Shop and Office of Public Safety must approve of all installed security devices protecting university property. Personal locks or other non-university approved security devices are not to installed or placed on college assigned rooms or property, other than in the case of faculty and student lockers.

Internal building security policy and access control is determined by the Dean’s Cabinet in consultation with university security authorities, and is implemented by the Chief Business Officer. A College issued ID is required for all students and employees of the College and must be worn at all times when in the building. The ID provides access to the security areas of the building, and serves as a library card and “After Hours Permit”.

CVM assigned space listing:

- Magruder Hall
- Dryden Hall
- Veterinary Research Laboratory
- Veterinary Dairy Barn
- Therionology Barn
- Veterinary Medical Isolation Laboratory

Section 4.02 Responsibilities

(a) College Dean or designee - designated spokesman on behalf of the College and liaison to the University Office of Public Safety and Oregon State Police.

(b) Cabinet - determines internal college security needs to insure a safe learning and work environment for students, faculty, and staff.

(c) Chief Business Officer or designee - implements policy per directive from Cabinet and University security authorities. Signatory authority for key requests and request for rekey of locks.

(d) College Business Office – maintains current list of access devices and keys issued to college personnel and students. Issues ID’s and electronic pass cards. Collects ID deposits and issues

* Policy formally adopted by the College of Veterinary Medicine
refunds. Maintains electronic building access system (Best Lock) including access schedules, and issuance of proximity cards.

(e) **Head, Department of Clinical Sciences** – maintains security and access control of clinical service narcotics cabinets.

(f) **Pharmacy Supervisor** - issues Omni Lock® codes for Pharmacy (Magruder109) and Night Pharmacy (Magruder 151) access.

(g) **VMAIL Supervisor** - maintains VMAIL electronic building access system (Best Lock) including access schedules, and issuance of proximity cards.

**Section 4.03   Keys**

Building keys are issued to CVM classified and unclassified employees only. Keys will not be issued to temporary employees or volunteers. Student workers can be issued keys but require an additional $50.00 security deposit which is held by the College Business Office. The deposit will be refunded to the supervisor upon return of the key. The key must be returned within 1 week of the student worker’s separation from service to qualify for the refund.

CVM students are issued microscope cabinet keys during their freshman year. The anatomy professor provides the Business Office with cabinet assignments in late August for the following fall term. Students pick up their key at the Key Shop after paying a refundable $5.00 deposit.

Keys are issued through the CVM Business Office upon written request from Department Head or designee to the Personnel Officer in the CVM Business Office. Employee picks up keys at the University Key Shop where a $5.00 deposit is collected for each key. Key deposits are paid by the individual being issued the key and cannot be paid from general fund, ancillary service, research, or petty cash accounts.

Building master keys will be issued to the Dean, Executive Assistant to the Dean, Building Manager (CBO), and Assistant Building Manager. One set of building masters will be kept in the safe in the CVM Business Office for emergency use.

**Section 4.04   ID's - Electronic Access**

Issuing of College ID’s, electronic building, and room access cards is within the responsibility of the College Business Office. ID's are issued to all students and staff and are to be worn at all times. Temporary ID’s are also issued assigned to Adjunct Faculty, Guest Lectures, Locums, Volunteers, and Residents for the duration of their association with the College. Special ID’s can be issued on a case by case basis upon approval of the Dean. A $5.00 refundable deposit will be assessed for each new ID issued, and will be refunded upon return of the ID. A $10.00 non-refundable charge will be accessed for each replacement ID. ID’s are not to be used by anyone other than the person the ID is issued to. Violation of this policy can lead to cancellation of access privileges.

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College ID’s are used for the following:

- CVM Identification
- Building Access
- Library Card
- After Hours Permit