

EDINBORO UNIVERSITY OF PENNSYLVANIA

**Policy: SECURITY AND ACCESS TO CAMPUS BUILDINGS AND FACILITIES
(CLERY)**

Policy No. D005

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Supersedes Policy No. D005, Dated October 15, 2014

Eliminates Policy No. C011

Recommended for Approval by:



Mr. Guilbert Brown,
Vice President for Finance and Administration

Approved by:



Dr. H. Fred Walker, President

on

9/5/2017

Effective Date

Review Date: As Required

INTENT

The intent of this policy is to regulate access to University facilities to provide a safe and secure campus through the control of physical and electronic access devices.

POLICY

The safety and security of the University is a shared responsibility of the entire campus community. Access control privileges are provided based on specific needs and requirements of the University. These privileges may be revoked or suspended at any time. Individuals may be granted access to certain areas to conduct their work while limiting access where appropriate so as not to compromise safety and security. All individuals accessing University facilities must adhere to all federal and state laws, as well as all University policies and procedures.

RESPONSIBILITIES

Access Control Committee

The Access Control Committee will be responsible for conducting periodic audits of access devices with Level 3 access (see page 5), reviewing and approving buildings or areas that require access after normal business hours, and reviewing unique situations that may occur regarding access on campus to ensure the safety and security of the campus is maintained. At a minimum the Access Control Committee shall be comprised of a representative from the University Police Department, the Office of Environmental Health and Safety, the Office of Residence Life and Housing, and Facilities Department.

Access Office

The Access Office is responsible for the issuance of University ID Cards and long-range proximity cards. The Access Office is also responsible for granting electronic access and distribution physical keys based on the proper approvals.

Facilities Department

The Facilities Department is responsible for the fabrication of physical keys and maintaining physical key records. The Facilities Department is also responsible for overseeing and maintaining the University's physical key system.

Office of Environmental Health and Safety

The Office of Environmental Health and Safety is responsible for overseeing and maintaining the University's electronic access control system. Environmental Health and Safety is also responsible for the installation and maintenance of security cameras and systems.

University Police

The University Police Department is responsible for monitoring the campus for issues related to security, and any areas of concern are addressed as needed. Any individual may bring concerns to the attention of the University Police, and such concerns will be addressed.

Building Director

The Building Director is responsible for identifying the hours of operation for their respective building. The Building Director is also responsible for submitting these hours of operation and changes to the University Police at least 48 hours in advance.

DEFINITIONS

1. **Access control system** – the monitoring or control of traffic through portals of a protected area by identifying the requestor and approving entrance or exit (NFPA 731).
2. **Access devices** – devices provided to an authorized user for purposes of providing access. The device can be a physical key, ID Card, or long-range proximity card.
3. **Electronic access control** – a system or portion of a combination system that consists of components and circuits arranged to monitor or control activity at or access to a protected premise (NFPA 731).
4. **ID Card** – the University's form of identification for all students, faculty, and staff.
5. **Physical key** – a metal key used to lock/unlock mechanical devices.

PROCEDURE

A. General

The University's access control system consists of the use of physical keys and electronic access control. The basis for the University's electronic access control system is the University ID Card, which is required for all students, faculty, and staff.

The ID Card is to be carried on campus at all times and is to be presented to the University Police or other University officials whenever requested in order to assure the protection of campus community members. Individual departments may be required to visibly display their ID Cards at all times based on their function at the University. ID Cards are valid as long as the holder is associated with the University and is in good standing. If an ID system change is implemented, it may be necessary for students, faculty, and staff to obtain a new card. Occupants with disabilities have the option of being issued a long-range proximity card. These cards are available upon request.

Visitor/contractor cards may be issued in special circumstances under the review of the Access Control Committee. Visitor cards shall not be removed from campus. Access to areas must follow the same approval process identified below.

Physical keys are issued following the "Requests for Access" procedure identified below.

B. Requests for Access

General

To obtain access to a University space, an Access Request Form must be completed and submitted to the Access Office. Access shall only be granted upon signed authorization from the required parties. At no time will access be issued whenever the issuance of such access is determined to compromise the safety and security of the community. If the request is for access using a physical key, the Access Office will request the Facilities Department to produce a key. The physical keys can then be retrieved by the requestor at the Access Office once the request is fulfilled. The requesting department shall be responsible for the cost of issuing an access device.

ID Cards and physical keys cannot be obtained through the mail. They must be issued to the individual who requested access.

After Hours

Prior to scheduling any extracurricular event, the University must approve the use of the facility. When administration and academic buildings are secure, access is restricted to authorized individuals through the use of access devices (i.e. physical key or ID card) or authorization from the building administrator.

Most University facilities are open to the public during normal business hours.

Administration and academic buildings are opened at approved times and secured upon the completion of their scheduled use. Buildings or areas that require access after normal business hours must be reviewed and approved by the Access Control Committee, prior to granting access. Requests for modifications to the building's operating hours must be routed through the appropriate Building Director. The Building Director shall then submit the hours of operation to the University Police department at least 48 hours in advance.

Art facilities that have 24-hour access shall have building monitors present to ensure the safety and security of occupants. Areas that have hazardous equipment and/or operations

must have a properly trained lab/studio monitor present. No one shall operate hazardous equipment and/or engage in hazardous operations alone.

Students

Generally, students should not be issued physical keys to University buildings or offices. However, in some cases where a student works for a department and access is required, an authorized Dean or Department Chair may request an exception from the Access Control Committee.

The Office of Residence Life and Housing shall oversee the access to the residence halls. Access is restricted 24 hours/day via the electronic access control system to the living areas. Residents or summer camp/conferences attendees are provided access to the residence hall in which they live via access control devices at the designated entrances. Resident's guests are given access to the building by the resident with whom they are visiting. The resident is responsible at all times for the guest while the guest is in the building.

Contractors/Vendors

Contractors/vendors requiring access to conduct their work on campus may receive access devices from the Facilities Department during normal business hours. Requests for contractors/vendors to use these access devices must be submitted to the Facilities Department by the requesting department. After hours work requests shall be submitted to the University Police.

Contractors/vendors must present photo identification and provide a valid phone number to sign out and return access devices. Pertinent information regarding the request and the contractor will be recorded by the Facilities Department.

Access devices must be returned at the end of each business day to the Facilities Department. Access devices returned after business hours can be returned to the Facilities Department key drop box or the University Police. At no time is a contractor/vendor authorized to keep an access device overnight.

Other

Unique situations may arise that require individuals to obtain access to certain areas to conduct work on campus that does not fit into the categories listed above. These unique situations will be reviewed and approved according to the procedure established by the Access Control Committee to ensure the safety and security of the University is maintained.

C. Access Approvals

Requests for access are approved as outlined below. A Dean, Vice President, or Director may designate someone from his/her area to approve the request and sign for access.

Level 1 Access (Single Door/Single Use)

1. Requester's Department Chair or Supervisor
2. Dean or Department Director responsible for the area to be accessed

Level 2 Access (Building Entrance/Department Masters)

1. Requester's Department Chair or Supervisor
2. Dean or Department Director

Level 3 Access (Campus Masters/Building Masters)

1. Requester's Department Chair or Supervisor
2. Dean or Department Director
3. Chief of Police
4. Vice President for Finance and Administration

D. Unlock Requests

Individuals locked out of their own offices or classrooms during normal business hours should contact their Dean or Department office for access. Individuals locked out of their own offices or classrooms after normal business hours should contact University Police for assistance. Requests to unlock areas not controlled by the individual will not be honored without the approval of the person in control of that area. Exceptions may be made based on extenuating circumstances, at the discretion of the University Police.

Students locked out of their residence hall or room should contact a Residence Life and Housing student employee in the building. During daytime hours, if no student employee can be found, the student should contact the Office of Residence Life and Housing for assistance. Exceptions may be made based on extenuating circumstances, at the discretion of the University Police.

E. Lost/Stolen/Damaged Access Devices

Lost or stolen access devices shall be reported immediately to University Police and the Access Office. Replacement devices shall be obtained using the same process as the initial request for access. A replacement fee will be assessed for all replaced physical keys or ID cards. All access control fees shall be recommended by the Access Control Committee and approved by the Council of Trustees.

The individual who the physical key or ID Card is issued shall be responsible for payment of the replacement fee. The individual may appeal the fee, in writing, to the Access Control Committee via the Access Office. If the lock-cylinder must be changed for security reasons, actual costs of re-keying shall be determined by the Access Control

Committee. All charges shall be billed to the department originally authorizing the keys and/or the individual to whom the keys were issued.

In the event that a University physical key breaks or becomes damaged, return the key or all pieces of the key to the Access Office for a free replacement.

F. Removal of Access

Before transferring to a new department or separation from the University, all employees must return their access devices to the Access Office. Exceptions may be made based on extenuating circumstances. If an exception is made, then it shall be the responsibility of the immediate supervisor or Human Resources representative to collect and return the access devices to the Access Office within 24 hours.

ID Cards are not required to be returned for transfer to a new department. The employee's current supervisor shall notify the Access Office of the transfer and to deactivate the employee's current electronic access. For access to the new department refer to "Requests for Access" section.

It is the responsibility of the Office of Residence Life and Housing to collect the student's Residence Hall physical keys (including mailbox key). Residence Life and Housing shall notify the Access Office to terminate a student's electronic access.

G. Building Security

Requirements

All persons issued access devices shall at all times be held responsible and accountable until they are returned to the Access Office. The unauthorized use, abuse, duplication, loaning, or reassigning of access devices is prohibited. All persons shall sign for their access devices at the time of issuance and at the time they are returned.

No one is permitted to alter, modify, damage, tamper or vandalize any University access devices, hardware; locks or other access mechanisms. No one is permitted to install any unauthorized locking devices and mechanisms on University controlled spaces (e.g., offices, labs, etc.) without the approval of the Access Control Committee.

No one is permitted to prop or otherwise hold doors or windows open or leave them unlocked during hours when the facility is normally secured to avoid the use of access devices. Admitting unauthorized person(s) into the building is prohibited. Employees are to report suspicious persons or activity to University Police immediately.

Employees are strongly encouraged to only take as many keys off campus as necessary to gain access to the employee's work area. Additional keys may be issued upon request to create a set of "take home keys" to ensure that physical master keys stay locked in a secure location on campus.

Non-employees, contractors, etc. found in possession of unauthorized University access devices will have the devices confiscated and the individual or individuals will be removed from campus.

Prevention

Safety inspections are conducted regularly of University building and facilities to identify potential hazards and to issue corrective actions. The ability for the University to recognize and correct identified hazards will help prevent future incidents.

Additionally, regular checks of all emergency phones, security cameras, and camera activity recorders are conducted to identify any deficiencies and to implement the proper corrective action.

RELATED POLICIES

D007 Fire Emergency Preparations (Clery)

D050 Timely Warning and Emergency Notification (Clery)

D054 Security to Technology Facilities Policy

CONTACT INFORMATION

University Police Department

911 Scotland Road

Edinboro, PA 16444

(814) 732-2921

Environmental Health and Safety

Reeder Hall

219 Meadville Street

Edinboro, PA 16444

(814) 732-2709