

## Campus Access Control Policy

Policy Title:	Campus Access Control Policy
Issued By:	Campus of Safety and Security Services
Responsible Office:	Finance Office
Responsible Officer:	Senior Vice President & Chief Financial Officer
Effective:	September 15, 2018
Last Revised:	September 15, 2018
Next Review:	September 19, 2021

### Policy Statement

It is the policy of Urbana University that access to all University-owned and leased buildings and office spaces is limited to authorized persons, for Policy Statement sanctioned purposes, as approved by authorized University officials. This policy also provides accountability for key and access card allocation.

### Purpose

Urbana University is committed to providing a safe and secure environment, while balancing the need to protect the assets of the University and providing accessibility to public areas for the University community. The purpose of this policy is to establish standards to protect University assets and provide a safe and secure environment using a comprehensive access control approach.

### Scope

This policy applies to all persons accessing Urbana University owned or leased property.

### Definitions

- **Access Control:** Control of entry/exit to an area by any means of electrical device.
- **Access Card:** Any card or badge used to gain entry/exit to a controlled system that documents the name, photograph, and department of the issued individual. The only exceptions are: one-day badges for staff who misplace their badge, badges assigned to short-term visitors, and badges issued to authorized contractors performing services that require access for one day or less.
- **Access Control Director:** Responsible for policies, procedures and approval of all University Access Cards and is accountable for the security of all campus facilities and property.
- **Lockbox:** An access control system designed to house extra building access cards and keys to be used by crisis management in an emergency and security personnel.

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- **University Official:** Any Director, Dean, Vice President, or President. This includes members of the Campus Safety and Security Services and Campus Special Duty Officers.

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### Policy Details

Urbana University is committed to provide a safe and secure educational environment for the campus community. This community includes faculty, students, staff, leases, contractors, consultants, and guests. While numerous areas throughout the University's Campus are open to public access, several administrative areas maintain limited access and are restricted to authorized personnel only. Because maintaining accurate and effective access control is critical to promoting a secure educational setting, only faculty, staff and those approved by appropriate University Officials will be granted access to restricted areas on University owned and/or leased properties.

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### ***Issuance of Access Cards and Keys***

Urbana University through Campus Safety and Security does provide Urbana University Access Cards to Urbana University students or other guests.

All authorized individuals are provided an Urbana University Access Card, the official ID card of the University. The Urbana University Access Card is issued to new employees at the start of their employment with the University.

The Campus Safety and Security Services will be responsible for administering and maintaining the University's Access Control system.

The Manger of Safety and Security Services serves as the Access Control Director.

The Director may delegate day-to-day responsibilities to the other Campus Safety Services Officers.

An Urbana University Access Card is required for access to various campus buildings, including business offices and other restricted access areas. Faculty and staff will have restricted access to only those areas designated by their immediate supervisor.

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### ***Lost, Stolen or Damaged Cards***

Lost, stolen, or damaged Access Cards or keys must be immediately reported to the Campus Safety and Security Services (937) 772-9213. Replacement cards are issued through the Campus Safety and Security Services office. Faculty and staff may request one replacement Access Card each calendar year without incurring a fee. **Faculty and staff requesting Access Cards in excess of one per calendar year will be assessed a replacement fee of \$20.00 for each additional card.** The University Access Card must be carried at all times and presented upon request by a University Official.

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### ***Emergency Access***

Additional Access Cards will be available to appropriate administrative personnel in the event they are needed in a crisis situation. The Campus Safety and Security Services will keep and maintain lockboxes in the Security Office.

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### ***Improper Usage of Access Card***

Any person improperly using a Urbana University Access Card or loaning his/her ID to anyone is in violation of University policy and subject to disciplinary action. Additionally, any person who knowingly makes, duplicates, possesses, or uses access control (keys) to enter University premises, without authorization will be subject to disciplinary action.

Staff and Faculty members who need access to University buildings after hours should Contact Campus Security at 937-772-9213.

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### ***References***

University of California, Berkeley - Access Control Policy

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### ***Associated Policies***

None.

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### ***Contacts***

For more information:

- Manager of Safety & Security
    - (937) 505-7361
  - On Campus Security by Campus
    - Main Campus: (937) 772-9213
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### ***Review Timeline***

The policy will be reviewed every three (3) years, or as changes in technology necessitate updates.

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### ***Revision History***

New Policy

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