



California University of Pennsylvania

POLICY: CAMPUS ACCESS POLICY

A. Purpose & Scope:

California University of Pennsylvania (Cal U) is required to grant access to faculty, staff, and students to various facilities while providing a safe and secure environment. Facilities Management, University Technology, Student Affairs, and the University Police work in a cooperative relationship to provide required access through mechanical and electronic means to facilitate optimum use of the facilities. This policy will address University access expectations while maintaining the appropriate level of security.

B. Policy:

Faculty and staff members may be issued keys to Cal U facilities based upon the need of access. Faculty and staff members must submit a key request through the Facilities Management electronic work request system. This request must be thoroughly completed to include the reason as to why the request is being made, and be approved by the appropriate Dean, Administrator, or Chair of the department. Employees must have a CalCard and Campus wide ID number in order to be issued keys. Once the request is approved, a notification will be sent to the recipient with instruction to pick up their key(s) in the Facilities Management office. The receiving individual then accepts all responsibility for the issuance, use, and return of the key(s).

Keys to facilities on campus academic facilities (excluding the residence halls) will NOT be issued to students for any reason through the Facilities Management office. If a department wants a student to take possession of a key the following will need to happen: the appropriate requesting office will be expected to complete a key request. After approval and assignment, the University employee will pick up the key in the Facilities Management office at which time they will take responsibility for ownership of the key. At this time, the individual may allow a student, at their discretion, to enter a University facility understanding that they are taking full responsibility for the student's action.

Master keys shall only be issued with authorization of the Director of Facilities Management and/or the Chief of Police. Contractors, vendors, and other personnel may be authorized to sign keys out from the Cal U Police Dispatch on a daily basis. Only those approved by Directors, Supervisors, and Managers may authorize the issuance of keys. Master level keys will NOT be issued to students.

Lost or Stolen Keys

All lost or stolen keys must be reported to the Police Department immediately. Requests to replace lost or stolen keys must be made through the Facilities Management electronic work request system only after a police report has been filed. The Director of Facilities Management and/or the Chief of Police must approve the replacement of the key(s). In the work request, facts surrounding the loss should be included; Such as the location of the loss, whether or not there were California University identifiers attached to the key, and the area(s) that the key(s) accessed. Based on the factors involved, the Director of Facilities Management and/or the Chief will make a decision to replace the key or require the associated locks to be changed. All costs incurred such as labor and parts for re-keying will be assumed by the individual, or department, of the employee/student, who has lost key(s). Contractors who lose assigned keys will be financially accountable for the costs of lock changes that are required.

Lock Changes and Upgrades

Locks may be changed or upgraded as the needs of the University dictate. As part of a preventative maintenance program, Facilities routinely replaces worn or obsolete hardware. The Chief of Police and the Director of Facilities Management may decide to upgrade or change lock hardware as security considerations dictate.

Any re-keying or lock changes initiated by a department head or chairperson for any other reason will be the financial responsibility of that department.

Collection of Keys upon Separation/Termination

Upon separation/termination with the University, employees must return their key(s) to the office of Human Resources. The Human Resources department will return the key(s) to Facilities Management. Keys are NOT to be handed from a departing employee to a new employee by department administrators. Facilities Management shall re-issue keys to new employees upon proper completion of a key request in the electronic work request system.

Keys that are issued to students by a department chairperson will remain the responsibility of that department chair until returned to Facilities Management. It is suggested that departments seek a means of key accountability from students. Cal U Police and Facilities Management may be available for consultation on methods of accountability. Should a number of keys be unaccounted for, the Chief of Police and/or the Director of Facilities Management may require a lock change for security reasons. If this occurs due to a lack of accountability within a department, the financial cost will be the department's responsibility.

Electronic Access Policy

All students, faculty, and staff are issued an electronic access CalCard. Administrative function of the electronic access system is the responsibility of the University Police. The University Police will manage the master schedule for locking and unlocking buildings equipped with electronic access. The master schedule will reflect the schedule of use of the building during the academic year and secure buildings. The presence of electronic access does not negate the need for physical patrols of buildings. University Administrators will work with the Chief of Police or his designee in establishing an academic year schedule, a "break" schedule, and a summer schedule. University Police will manage event schedules for scheduled events, in coordination with the department hosting the event. University Police will also manage annual audits of access granted to academic and/or administrative areas.

Requests for access are to be emailed to: publicsafety@calu.edu with the Subject line of 'Access Request - <Your Name>'. Please use the template at the end of this policy in the Appendix. All information must be filled in for a request to be processed.

Access is defined as having access using a CalCard ID at certain doors. Unlock is when the door is placed in an unlocked state.

Decisions of access to residence halls, except for students who reside in the residence halls, shall be decided in cooperation by the California University Police and the Office of Student Housing and Student Affairs.

- Access is defined as having access using a CalCard at Residence Hall doors.
- Residence Halls are only put in "unlocked mode" for very rare circumstances.
- Residence Halls may only be put in "unlocked mode" with permission from the Police Chief or designee.
- Electronic Access to other facilities shall be decided in cooperation by the California University Police and the appropriate Administration.
- Access and Unlocked are made up of Groups, Calendars, and Schedules. Buildings are pre-configured for the purpose of needing minimal change.
- California University policy shall determine the encoding of access privileges. Policy on access privileges shall be determined in advance by the Chief of Police or his designee.
- Guest Cards are used by the President's office and the Office of Alumni Affairs for access to the Kara House, for the accommodation of overnight guests. All Guest cards remain the property of California University and must be surrendered upon demand or upon termination of the guests stay at the University.
- California University Police retain the right to change access levels and deny access to facilities based upon security considerations.

Electronic Access Management by Academic Coordinators/Administrative Assistants/Summer Programs

Academic Coordinators, Administrative Assistants, and Administrators are enabled and authorized to control electronic access to areas under their control. The requests for access must be in writing to the University Police and must be received no less than 5 days prior to the time of access. Academic Coordinators and Administrative Assistants may also authorize access for students in programs that require off hours access to laboratories, studios, or study space. The following principles shall apply:

- Those with permission in writing from their class instructor shall be given the access requested.
- Access privileges shall be only for a semester at a time.
- Audits may be conducted by the California University Police and University Administrators and access privileges removed as security needs dictate.
- Requests for student card access must be in writing from the department chair. The request must include the students name, CalCard number, students phone number, name and phone number of the professor requesting the access, dates of access permission (not to exceed one semester), times of access (not to exceed 0600 to 2359), and the room(s) where student is permitted.
- Student access will be limited and student will not be given entry to unauthorized area, without prior permission.
- Professors granting permission to students for access to areas shall be responsible for the securing of the rooms when student are present and student depart rooms.

- Certain California University Police Officers, Dispatchers and the Departments Administrative Assistant will handle setting schedules for the unlocking and locking of doors under their control. Permission for “unlock” privileges to areas for Academic Coordinators, Administrative Assistants, or other Administrators must be approved by the Police Chief or designee.
- California University Police retain the right to change access levels and deny access to facilities based upon security considerations.

Electronic Access by Students

- The CalCard office is responsible for granting access to the Residence Halls and the Herron Recreation Center.
- Students issued permission for access to electronically controlled buildings will be on a case by case basis, with permission from their Professor, Coach, Manager or the Chief of Police or his designee.
- Electronic access for classes will be granted each semester with permission by the Professor.
- Access is limited to the hours of 0600 to 2359 each day and on the weekends.
- There will be no overnight access without special permission from the Chief of Police.
- All those wishing access to the location must have prior approval. No guest of persons with approval.
- Coaches can grant access for total school year (two semesters and winter break) for their athletes for access to locker room and practice facilities. This will be limited access, not 24 hour access. Access times to practice facilities will be from 0600 to 2300.
- Coaches and athletic trainers will have 24 hour access to athletic facilities, for late arrival from away games.
- Electronic Access by Faculty.
- Faculty Member who have offices in electronically controlled buildings, may have access to that building upon request in writing by their Department Chair to the University Police.
- Faculty Member who has classes in an electronically controlled building may have access to areas where their class is located if needed, with written request from their department chairperson.

Electronic Access by Staff

- Staff needing access to buildings on campus may be granted access at the request of their department Manager or their designee.

Electronic Access by Vendors

- Vendors needing access will need permission from the department whom the vendor is working.
- Vendors maybe subject to escort in sensitive areas.
- Vendor such as AVI, may receive extended access to areas where they perform their duties on a day to day basis.
- AVI Food service employees who are working extended hours or are arriving prior to normal unlock time, can be granted access to the facilities where they work on a requested from the AVI management through the University Police, Police Chief or his designee.

Electronic Access by Guests

- Guest access is granted through requests from the President’s office, the office of Alumni Relations of the Chief of Police.
- Guest cards are to be returned to the University police as soon as possible after the guest has departed campus.

Electronic Access Emergency Procedures

In the event of an emergency requiring a “lockdown” or “shelter in place”, in conjunction with the University’s Emergency Action Plan (EAP) and Emergency Mass Notification System (EMN) Cal U-Text Alert, the California University Police may remotely and instantaneously lock all exterior doors that are currently available on the Electronic Access System.

Loaning Keys, Access Codes or Access Cards

Faculty, staff, and students may **not** loan or transfer assigned keys, codes or access cards. Anyone found in the possession of another's key(s) or electronic access cards shall have the key(s) or cards confiscated by the Cal U Police. Loaned access cards shall be removed from the Electronic Access system. Those found using keys, access codes or access cards that were not issued to them will be subject to anything from University Discipline to Criminal Trespass charge. The security level of the area entered will determine the level of discipline. Those loaning or giving keys or codes or access cards, will be subject to disciplinary action, anything ranging from loss of access privileges to termination.

Lost or Stolen Access Cards

Lost cards should be reported to the Information Desk at the Natali Student Center during business hours. The information desk will replace the card after a \$20.00 card replacement fee is paid. Lost or stolen cards with building access should be reported to the Cal U Police Dispatch as soon as possible. Cal U Police dispatch will provide instruction for the student how to deactivate their card account online. All suspected lost or stolen cards having building card access shall be reported to the Cal U Police immediately to be deactivated from building access.

Collection of Access Cards upon Separation/Termination

Upon separation/termination with the University, employees must return their CalCard to the office of Human Resources. CalCards are NOT to be handed from a departing employee to a new employee by department administrators. The Cal U Police Department shall program cards for new employees upon proper approval from their manager.

Due to limited system resources, all account information is purged from the access control system upon deactivation of your CalCard*. Purging consists of permanent deletion of account information, access plans, logging and other stored data. Email notification will be sent to the Cal U Police from the Office of Human Resources notifying them of separation/termination of any Cal U employee. This will allow the removal of access from the electronic access system.

Reporting Problems

Issues with keys or mechanical locks should be reported to Facilities Management through the electronic work request system. If after 4:00 PM M-F or anytime on the weekend, a call may be made to the Cal U Police in conjunction with putting in an electronic work request.

Issues with Electronic Access systems can be reported by contacting the University Police either by phone or by email. A good description of the problem helps guide the response. Your call will be directed to an Officer in the Police department who has knowledge of the system and will be able to provide assistance

The University Locksmith can be contacted through the Facilities office, located in Dixon Hall.

Department Responsibilities

California University Police

- The Chief of Police and/or the Director of Facilities Management is the final authority on all issues of physical and electronic access. The Police Chief and/or the Director of Facilities Management may deny and/or revoke privileges of access and lock/unlock as security needs dictate.
- Develops, distributes, reviews, implements and enforces the Key Control Policy. It is the responsibility of the Chief of Police and/or the Director of Facilities Management to ensure compliance with this policy.
- Assists Facilities with the development of keying systems.
- Assists CalCard Office with the Electronic Access System of the residential halls and specific other facilities.
- Coordinates with Facilities Management hardware replacement and upgrades.
- Maintains key control of master keys for non-college personnel.
- Investigates all reports of lost or stolen keys, misuse of access codes, and all attempts to circumvent security systems.
- Monitors Electronic Access System for emergencies, failures, etc.
- Conducts continuous surveys of locking mechanisms in all College owned facilities.
- Reports issues with door locks to managed service provider and assists with resolution.

Facilities

- Establishes and maintains keying systems in coordination with campus departments for the purpose of security and reasonable access.
- Maintains the central key control records and privileges issued to faculty and staff. Procures and issues all keys and locks.
- Securely stores all unassigned keys.
- Performs all lock work except that being done on a contractual basis.

Cal-Card Office

- Manages the CalCard System that controls Electronic Access to facilities.

University Technology

- Works with Cal U Police and Facilities Management in assessing and determining the needs of a facility for Electronic Access.
- Assists with developing lifecycle strategy for system.

Individuals Who Are Issued Keys

- Must maintain the security of issued keys.
- Must report lost or stolen keys to the California University Police immediately.
- May not lend or have duplicated any key issued to them.
- Must return all keys to Human Resources upon separation from the University.
- Must personally pick up keys in the Facilities Management office. They will be required to sign for any/all keys upon prior to receiving any key(s).

Managers, Deans, Department Chairs

- May request keys to be issued for areas under their direct control.
- Will be required to respond to electronic key requests with their approval.
- Required to verify that a space utilization has been approved through the campus architect prior to requesting key(s) for any subordinate.

Overview of Campus Buildings Locking Mechanism and Location

Buildings With exterior Electronic Lock Controls

1. Convocation Center
2. Coover Hall
3. Dixon Hall
4. Duda Hall
5. Eberly Hall
6. Herron Hall
7. Kara House
8. Natali Student Center
9. New Science
10. Noss Hall
11. Steele Hall
12. Vulcan Hall
13. Watkins Hall
14. The Residence Halls

Buildings with interior electronic locking doors.

1. Convocation Center
2. Dixon Hall
3. Eberly Hall
4. Kara House
5. Natali Student Center
6. Watkins Hall
7. Coover Hall
8. Manderino Library
9. Gallagher Hall
10. Helsel Hall
11. Manderino (Data Center Door and Gallery)

Buildings Under general lock and key

1. Old Main
2. South Hall
3. Frich Hall
4. Manderino Library
5. Hamer Hall
6. Azorsky Hall
7. Keystone Hall
8. Pollock Building
9. Morgan Hall
10. Gallagher Hall
11. Helsel Hall
12. Heating Plant
13. Ceramics
14. Farm House
15. Stadium

Key/Electronic Access Requirements:

One individual from each building who will be the contact point for access to that building.

- One list from department of designated building representative
- A secretary
- Building manager
- Athletic Director
- No acceptance of requests from any other person, just the designated person only
- A set form of request would include:
 - Name of Person
 - Date of Birth
 - Phone number
 - Card number
 - PIN Number for athletes in Men's Basketball, Women's Basketball and Women's Volleyball
 - Indication of person's classification
 - Faculty
 - Temp
 - Full-time
 - Staff
 - Temp
 - Full-time
 - Student
 - Visitor
 - Others
 - Limit on Access
 - Dates
 - Beginning
 - End
 - Times
 - Based on need
 - Times set by University Police based on security need of location
 - Times set by building management
 - Times set for limits
 - Who is authorizing the access:
 - Class Instructor
 - University Administration
 - Building Manager
 - Athletic director
 - University Police
 - Phone number of person authorizing access
- Previous building access for students changed from the admittance pass. (Card submitted to University Police each semester, by professor, instructor or other.)
- New entry requests would be through a single department or building authority, such as a department secretary. Which they enter the information on a spread sheet with the required information to be submitted to the University Police for entry requests. This list would include all listed.

- Times for permitted entry should be limited to certain hours by an agreement between University Police Chief, Physical Plant director, Department Chair from department authorizing the access. Time will be set with any exceptions being approved in advance with approval from the University Police Chief, Physical Plant director and the department chair of the area where access is being given.

NEW levels of access security to be determined by Administration, University Police, Department of Environmental Health and Safety, and Facilities management.

Levels of security:

- Sensitive – Area where sensitive information is stored. Including campus main computer center.
- Private – Areas such as personal offices, locker rooms.
- Moderate – Labs, technology classrooms, computer labs/classrooms.
- General – Non-technology class rooms.

C. Procedure(s):

All locks, keys, and electronic access cards are the sole property of Cal U. Cal U reserves the right to change locks, keys, and access levels as needed. No one may place a lock on a Cal U facility, interior or exterior, that is not on an approved Cal U system without the permission of the Director of Facilities Management or the Chief of Police. All keys and access cards must be returned to Cal U upon separation/termination of employment or enrollment.

D. Effective date: April 24, 2018

Adopted: April 24, 2018 by: President's Cabinet

Amended Date: