

Policy: **Authorized Access to Campus Facilities**

Policy Number: **D-2**

Responsible for Policy: Campus Safety

Approval Dates: May 2010; March 2013

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): September 2012

### **Policy Statement**

It is the policy of Finger Lakes Community College to control access to the College facilities after business hours and areas of the College that are not open to the public so that access to these areas is restricted to authorized persons for authorized purposes.

Most areas of Finger Lakes Community College are open to the public during official business hours. Individuals who become disruptive while on campus may be asked to leave College property. Individuals who refuse to do so may be subject to prosecution for trespass, disorderly conduct, or any other violation of law should the evidence support such charges.

Access to College facilities beyond business hours or access to the non- public areas of College facilities is a privilege extended to students, faculty, staff and guests for duly authorized purposes. College Officials, including Campus Safety Peace Officers may request any individual on College property under such conditions who is unable or unwilling to provide appropriate identification, to leave the premises or be subject to prosecution for trespass.

FLCC students, employees and guests are required to present identification whenever they are asked by a college official to do so.

### **Reason for Policy**

This policy is intended to enhance security on campus by limiting access to College facilities beyond business hours and non-public areas of College facilities to duly authorized persons for duly authorized purposes in compliance with applicable state and federal regulations.

### **Applicability of the Policy**

All members of the campus community should be familiar with this policy.

### **Definition**

Access Device - a mechanical or electronic device or information, including but not limited to a key, an access card, or a lock combination, that is used to control access to a College facility.

### **Related Documents**

- FLCC Disorders on Campus policy
- FLCC Jeanne Clery Act Disclosure of Campus Security Policy & Crime Statistics policy
- Use of College Facilities policy
- Official Public Hours of Operation policy

Procedure: **Authorized Access to Campus Facilities**

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Responsible for Procedure: Campus Safety

Effective Date: March 2013

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### **Procedure**

Access devices such as keys or codes will issued by the Office of Campus Safety in accordance with their established key control system.

The responsibility for proper access control rests with department/unit supervisors. Specifically, supervisors are responsible for identifying personnel who will receive an access device, and for maintaining an accurate and up-to-date record of all individuals who have been issued access devices.

Supervisors are also responsible for notifying the Office of Campus Safety whenever there is a hire, promotion, transfer, or separation of an employee possessing an access device. In cases of a promotion or responsibility change, or a new employee, the supervisor must reevaluate the need for the employee to possess an access device. In cases of employee transfer or separation, the supervisor is responsible for the recovery of issued access devices from that employee and ensuring that lock combinations are changed as necessary. All recovered access devices will be returned to Campus Safety prior to being reissued to another employee.

### **Forms/Online Processes**

- None

### **Appendix**

- None