

Policy: **Access to Campus Facilities**

Policy Number: **D-1**

Responsible for Policy: Facilities & Grounds; Office of Campus Safety Approval Dates: May 2010; March 2013

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): February 2013

Policy Statement

Finger Lakes Community College Facilities & Grounds department and Office of Campus Safety personnel are responsible for ensuring that all College-owned facilities are secure, safe and accessible.

Facility Access

Finger Lakes Community College will establish mandatory procedures regarding facilities access and the management of a key control system including issuance of keys, access cards, lock combinations and other access control devices. Individuals are prohibited from unauthorized possession or duplication of access devices and from disabling, circumventing (e.g., door-propping) or modifying access devices or access control mechanisms (e.g., locks).

Campus Safety officers shall investigate lock-out requests. Individuals requesting access to a facility, building or room must provide proper identification and authorization for access to the designated area. If the identification and/or evidence of authorization are located in the locked area, they must be furnished immediately after access to the area.

Key Control

Keys to campus facilities shall be distributed to authorized personnel only through the Office of Campus Safety. Personnel authorized to receive a key to campus facilities must sign a key request form and be responsible for the safekeeping of the key. Upon request or at the time of termination of employment, all keys must be immediately returned to the Office of Campus Safety.

Any purchase, installation of, or modification to access control devices at College facilities must have prior approval of the Office of Campus Safety and Facilities & Grounds to ensure compatibility with the College key control system and hardware supporting it.

Reason for Policy

This policy has been established to ensure the safe use of Finger Lakes Community College facilities, and to enhance security on campus by limiting access to campus facilities to authorized persons for authorized purposes in compliance with College policy, applicable local, state and federal regulations.

Applicability of the Policy

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

Definitions

Access Device - a mechanical or electronic device or information, including but not limited to a key, 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

Procedures

No separate procedures statement

Forms/Online Processes (available from the Office of Campus Safety)

- FLCC Facility Use Request form
- FLCC Building Access form
- FLCC Key Request form

Appendix

- None