

# **Campus Access Control Policy**

**Policy Title:** Campus Access Control

Issued By: Department of Safety & Security Services

**Responsible Office:** Campus Services

Responsible

**Officer:** VP, Campus Services

Effective: April 17, 2017

Last Revised: July 2022

**Next Scheduled** 

Review: July 2025

**Policy Statement:** It is the policy of Franklin University that access to all University-owned and

leased buildings and office spaces is limited to authorized persons, for sanctioned purposes, as approved by authorized University officials. This policy

also provides accountability for key and access card allocation.

**Purpose:** Franklin 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 Franklin University owned or leased

property.

**Definitions:** Access Control – Control of entry/exit to an area by any means of electrical

device

<u>Access Card</u> – Any card or badge 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.

<u>Access Control Director</u> – Responsible for policies, procedures and approval of all University Access Cards and is accountable for the security of all campus

facilities and property.



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<u>Lockbox</u> – 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.

<u>University Official</u> – Any director, dean, vice president, or president. This includes members of the Department of Safety & Security Services and Campus Special Duty Officers.

### **Policy Details:**

Franklin University is committed to provide a safe and secure educational environment for the campus community. This community includes faculty, students, staff, leasees, contractors, consultants, and guests. While numerous areas throughout the University's Main Campus and co-locations 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.

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

Franklin University does not provide Franklin University Access Cards to Franklin University students or other guests, unless specifically requested by an authorized University Official.

All authorized individuals are provided a Franklin University Access Card, the official ID card of the University. The Franklin University Access Card is issued to new employees at the start of their employment with the University. Keys are distributed and maintained by the Facilities Department.

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

A Franklin 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.

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

Lost, stolen, or damaged Access Cards or keys must be immediately reported to the Department of Safety and Security Services (614) 947-6902. Replacement cards are issued through the Safety and Security Services office. 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 Department of Safety and Security Services will keep and maintain lockboxes in the Security Office and in its backup location in the Main Street building.

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

Any person improperly using a Franklin 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 refer to the <u>After Hours Access to Campus Buildings Policy</u> to view the restrictions on access to certain buildings.

References: N/A

**Associated Policies** 

& Procedures: After Hours Access to Campus Buildings Policy

Contacts: Safety & Security Services, (614) 947-6913

**On-Duty Security Technician** 

Main Campus, (614) 947-6902

**University Regulations:** 

• VP, Campus Services, (614) 947-6080

Senior VP, Administration, (614) 947-6540

Review/Evaluation

Timeline:

This policy will be reviewed every three (3) years, or as needed

Revision History: April 2009; August 2010; April 2017; November 2020; July 2022

SharePoint: <a href="https://franklinu.sharepoint.com/:f:/r/sites/Community/Shared%20Documents">https://franklinu.sharepoint.com/:f:/r/sites/Community/Shared%20Documents</a>

/Documents%20and%20Resources/University%20Policies?csf=1&web=1&e=OR

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