

Effective: 08/23/2023

Policy 707: Key and Proximity Card Access Policy

Related Policies and Procedures: N/A

Adopted: 08/23/2023

I. Introduction

This policy documents the issuance, control and collection of access control devices used on the campus of Central Penn College.

II. Responsible Party

Department of Public Safety and Health and the Office of People and Culture

III. Purpose

This policy provides guidelines for the identification and use of Essential Personnel during campus emergencies.

IV. Definitions

Student: an individual who is a full-time or a part-time student attending Central Penn College.

Employees: Only current employees of Central Penn College shall be issued access control devices. The Director of Facilities has the authority to make exceptions for academic buildings and storage facilities on campus, while the Director of Student Housing and Residence Life has the authority to make exceptions for residence halls and student housing units.

Third-Party Partners: Third-party partners who reside in a residence hall or student housing unit, with approved leasing agreements on file with the Director of Student Housing and Residence Life, will be granted approval to obtain access control devices. The Director of Student Housing and Residence Life has the authority to make exceptions for residence halls and student housing units.

Third Party Vendor: A third-party vendor is a company or entity with whom the college has a written agreement to provide a product or service on behalf of the college or upon whom the college relies upon for a product or service to maintain operations.

Student Workers/Employees: Access control devices will **NOT** be issued to student workers or student employees. Exceptions must be supported by the student's supervisor and approved by the Director of Public Safety & Health. Exterior access control devices to academic buildings will **NOT** be issued to students, no exceptions.

Access Control Device: A key or proximity card that allows the user to access a building, storage facility, residence hall or student housing unit.

All Access: Any access control device that has all access capabilities must be approved by the Director of Facilities and/or the Director of Public Safety & Health before being issued.

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V. Policy

This policy requires individuals to adhere to the following safety and security practices:

Issuance:

Access control devices that access the buildings and student housing units at Central Penn College will only be issued to individuals with a need to have access to such facilities.

Third Party Vendors:

Third party vendors must obtain permission from the Director of Public Safety & Health or the Director of Facilities to be issued access control devices prior to accessing any building, storage facility, residence hall or student housing unit.

Returning Access Control Devices:

At the time of separation, withdraw, or dismissal from the College, an employee, student, or third-party partner and/or vendor must immediately return all access control devices to the Office of Human Resources, Office of Residence Life, or the Office of Public Safety.

Loss of an Access Control Device:

- The loss of an access control device can create a major security issue. Any lost access control devices must be reported immediately to:
- The Director of Facilities if the loss impacts any on-campus buildings and/or storage facilities.
- The Director of Student Housing and Residence Life if the loss impacts any residence hall and/or student housing unit.
- The Director of Public Safety & Health if the loss includes a master access control device.

Any individual who loses or fails to return an access control device, may be assessed a charge that could include the cost to re-key all impacted buildings, storage facilities, residence halls, and/or student housing units as a preventative safety measure.