

**GUSTAVUS ADOLPHUS COLLEGE
DEPARTMENT OF CAMPUS SAFETY**

CAMPUS CARD ACCESS POLICY
March 2017

I. PURPOSE

The campus card access policy establishes an electronic access authorization system for the campus as well as the necessary procedures and records for maintaining that system.

II. SCOPE

- A. Department responsibility for authorization to electronic areas.
- B. Programming of electronic authorization.
- C. Lost cards.
- D. Worn or broken cards.
- E. Owner use only.
- F. Electronic access for Vendors.

III. POLICY DETAIL AND INSTRUCTIONS

The intent of this policy is to provide routine electronic access for each individual to areas required for the performance of his or her assigned duties or residential access. Access to areas beyond that necessary for programmatic reasons will require increasingly higher approvals, as the scope becomes more encompassing.

This policy shall apply to all Gustavus Adolphus College operations and facilities with electronic card access installed. The electronic control system is a cooperative effort involving Campus Safety, Physical Plant, Student Life, Residential Life and Gustavus Technology Services. The Campus Safety Department shall administer the electronic access system with the assistance of cooperative departments as define by the below responsibilities.

Manual locking devices throughout the College are subject to the policy established in the Key Control policy.

IV. RESPONSIBILITIES

- A. The Campus Safety Department is responsible for the administration and management of the electronic access system. Any Department requesting electronic access being granted to an employee/resident is also required to maintain a set of records of their cardholder access assignments as well. The Administrative Assistant and Director of Campus Safety will also serve as access administrators.
- B. Facilities has primary responsibility for installation, maintenance and repair of hardware associated with the system.
- C. Gustavus Technology Services will maintain servers and data exchange, day-to-day management of the system functions. GTS will also take care of maintenance and repair of software associated with the system.
- D. Dining Services will continue to manage the issuing of cards.

- E. Residential Life is responsible for notifying Campus Safety of authorization times for access and any changes during break periods. Residential Life will also give approval to Campus Safety for any employee and/or vendor needing access to their buildings. All access will be given in accordance with compliance to the State Kari Koskinen Act.
- F. Academic department chairs or department heads will send an e-mail to the Campus Safety Office requesting access be programmed for their department personnel.

V. LOST CARDS

In the event that an id card is lost, report the loss immediately at (web address). Any electronic access will immediately be disabled. An incident report must be filed the Campus Safety office within 24 hours. When reporting the loss to Campus Safety after-hours, a temporary card will be issued. The temporary card will give access to a student's residence hall only. The student may show the temporary card at Dining Services and supply their student id number to allow them to continue food services. The student must return the temporary card to the Dining Services office during the next business hours to receive a permanent replacement card. A new permanent card will not be issued without returning of the temporary card. A \$75 per card fee will be levied to the individual needing the replacement.

VI. WORN OR BROKEN CARDS

Cards that no longer function because of normal wear and tear will be replaced at no cost. Cards broken due to obvious neglect will be charged a \$75 fee to replace the card.

VII. OWNER USE ONLY

Cards with electronic access programmed on them shall only be used by the authorized individual. Any loaning of cards to be used to gain access by an unauthorized individual will be subject to charges under the Student Code of Conduct for both the owner and unauthorized individual or disciplinary procedures via supervisor for employees.

VIII. VENDOR/GUEST ACCESS

Vendors/Guests needing electronic access to residence halls shall be authorized by Residential Life and/or Summer Programs only. All authorizations shall be in compliance with the State of Minnesota Kari Koskinen Act. Vendor/Guest electronic access to non-residential building shall be approved by Campus Safety.

IX. EXPANSION

Card access will be installed on any new buildings or on buildings that are remodeled. Any area wanting card access to be added that is not part of a new build or remodel should make the request to the Director of Campus Safety via email.

The Director of Campus Safety will collect quotes from the vendor and Facilities to determine a project cost.

The following criteria will be considered when evaluating if the project will or will not be approved:

- Contributes to the College's mission and priorities (i.e., student learning, strategic priorities, master plans, technology efficiencies, etc.),
- Helps meet accreditation, program review requirements,
- Addresses health and safety concerns, code complaints, and ADA requirements,
- Meets division priorities,
- Increases efficiencies through coordination of projects,
- Fits with available resources (i.e., funding availability, gifts, grants, collaborative contributions, etc.), - priority will be given to projects that come with outside funding

- Eliminates deferred maintenance and/or extends functional life of a facility.
- Affiliation requirements (i.e. NCAA, EIA requirements).