

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Campus Card Door Access

POLICY NUMBER:

EFFECTIVE DATE: July 23, 2007

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

In following Southeastern's commitment to enhancing campus security, use of the campus card to gain building and room access will be limited to as few individuals as possible. The following items will work as a guide to ensure the security of the campus and that each employee can perform his or her job functions.

Resident Directors, the Director of Student Life, and the Director of Student Development will have their personal ID cards encoded with the ability to access all residence halls with the deadbolt override feature.

Resident Assistants will have their personal ID cards encoded with the ability to access only their assigned residence halls with the deadbolt override feature.

Non-Student Life Staff Access (Housing, Maintenance, Housekeeping), other than Security: Building and room access will not be programmed onto any individual's ID card. Access cards will be locked in a secure location when not in use. Access cards may be logged in and out by an employee at an Assistant Director level or above. In the case of departments with multiple shifts or in the event of an Assistant Director's absence, he or she may appoint an employee in a supervisory position to also fulfill this role. The access cards will be preset with time limits (such as 7:30 am - 5:00 pm). Access cards must be returned by the end of each work day.

PURPOSE:

To establish a standard policy for campus card access to secure campus at all times.

SCOPE:

The policy encompasses all departments and employees of Southeastern University that need access to buildings and/or rooms that are accessed by a campus card.

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES:

New authorizations and changes must be approved by the Door Access Committee which includes the following departments:

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- Director of Safety & Security
- Director of Information Technology
- Director of Human Resources

This process will be moderated and administered by Campus Card personnel (Director of Housing & Conference Services and Campus Card Coordinator).

Background checks must be performed for all RAs before an access card is granted.

The Campus Card Office is to be contacted immediately if a card is lost or stolen to initiate the deactivation and replacement process.

If an access card is lost, departments will be charged a fee of \$330 for the time and cost of reprogramming all doors involved. The Campus Card Coordinator will maintain records of all lost or misplaced access cards.

Any use of the deadbolt override requires that a report be filed with the Director of Safety & Security. The Resident Director will file a report with the Director of Student Life, who will forward the report to the Director of Safety & Security within twenty-four hours each time the Resident Director uses the deadbolt override. This report will include the date, time, and location the card was used, as well as the nature of the need.

APPROVAL:

DISTRIBUTION:

AUTHOR: