

# Shawnee State University

POLICY TITLE:	ACCESS TO UNIVERSITY BUILDINGS
POLICY NO. :	4.40REV
ADMIN CODE:	3362-4-17
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EFFECTIVE DATE:	8/01/2022
NEXT REVIEW DATE:	8/2025
RESPONSIBLE OFFICER:	VPFA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The purpose of this policy is to provide for the appropriate access to University buildings for academic and business operations by University faculty, staff, students, and visitors while ensuring the control of keys for the protection of University property and people.

## 2.0 RESPONSIBILITIES

- 2.1 Department of Public Safety – ensure that academic and business buildings are open at appropriate times; provide access to authorized persons during times when buildings are closed; and take other actions such as patrolling the premises for the purpose of ensuring that University buildings are secured.
- 2.2 Department of Facilities – administer a campus-wide lock/keying system, including distribution of keys to employees and/or visitors as required, and maintain accurate records of key owners.
- 2.3 Department of Human Resources – inform employees during new-hire on-boarding and at exit interviews of employees’ obligations for the proper handling of assigned parking lot gate keys. HR also is responsible for informing employees about their obligations to follow established procedures for acquiring, maintaining and returning building and assigned office/space keys that are issued to them.

## 3.0 BUILDING SECURITY

Access to Shawnee State University buildings (owned and leased) for academic and business purposes is permitted for faculty, staff, students, and authorized visitors as provided in and in accordance with procedures designed for the physical protection of the buildings and their occupants.

#### 4.0 BUILDING HOURS

The University will establish hours during which its buildings will typically be open in order to provide access to students, faculty, staff and visitors for academic and business purposes. Procedures will include enabling authorized persons access to buildings during off hours.

#### 5.0 KEY CONTROL

To protect University property and people, procedures addressing the effective handling of the issuance, usage, and return of keys will be established.

#### 6.0 PROCEDURES

The Board of Trustees authorizes the President to establish procedures to effectively implement this policy.

#### History

Effective: 01/22/90

Revised: 07/11/14

Reviewed: 08/01/2022

Applicable Procedure: 4:40:1 Building Access and Key Control