

Policy Name: Access to Campus Facilities Policy Number: D-1

Functional Area(s) Responsible: Facilities & Grounds; Campus Police

Owner(s) of Policy: Facilities & Grounds; Campus Police

Most Recent BOT Approval Date: 3/1/2013

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none

Finer laks Ommunity Officer will establishmandatory procedures regrdingiacilities access and the management of a key control system includingissuance of keys, access cards, lock combinations and other access control devices. Individuals are prohitted from unauthrized possession or duplication of access devices and from disabling circumventing (egipor propping) promodifying access devices or access control mechanisms (egipok).

Ompus Police stall investigate lock—out requests. Individuals requesting access to a facility, building or room must provide proper identification and authrizat ion for access to the designated area. It the identification and/or evidence of authrization are located in the locked area, they must be furnished immediately after access to the area.

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Reason(s) for Policy:

This policy has been established to ensure the safe use of Finger Lakes Community College facilities, and to enhance security on campus by limiting access to campus facilities to authorized persons for authorized purposes in compliance with College policy, applicable local, state and federal regulations.

Applicability of Policy:

All members of the campus community should be familiar with this policy.

Definitions:

<u>Access Device</u> - a mechanical or electronic device or information, including but not limited to a key, access card, or a lock combination that is used to control access to a College facility.

Related Documents:

- FLCC Disorderly Conduct on Campus policy
- FLCC Jeanne Clery Act Disclosure of Campus Security Policy & Crime Statistics policy

Procedures:

No separate procedures statement

Forms/Online Processes:

(available from the Campus Police)

- FLCC Facility Use Request form
- FLCC Building Access form
- FLCC Key Request form

Appendix:

None