

Some Access to University Buildings

PURPOSE AND SCOPE

A safe environment is essential in providing a high-quality education. A safe environment includes implementation of restricted building and facility access. This policy establishes standard operating hours for Khazar University buildings to enhance safety and security, while maintaining compliance with applicable laws, regulations and associated policies.

POLICY STATEMENT

All keys and access control devices for Khazar University buildings are the property of the University. Any additions or modifications must comply with the University design standards from the department of Repair Construction and Supply (RCS). The addition of equipment or altering equipment that circumvents the existing security without compliance to the RCS standards is strictly prohibited.

Campuses, departments and units are required to manage all keys and access control devices held by their employees. This includes the possession, issuance, and storage of all keys and access control devices.

Individuals are prohibited from unauthorized possession, use, duplication, and changes to keys or access control devices. Individuals are also prohibited from bracing open doors equipped with access control devices. Violators of this policy will be subject to disciplinary actions from the University or criminal charges where appropriate.

Students, faculty, and staff are required to carry their university issued University Card when in University buildings outside of public hours. A University Card is valid only for currently enrolled students or currently employed faculty or staff members. The University Card must be presented upon request by law enforcement, security personnel, or a University employee acting within the purview of their job responsibilities. Anyone in a University building that is unable to present a valid University Card outside of public hours may be asked to leave. Refusal to comply could result in arrest and/or trespassing from University property. Additional restrictions or requirements may apply to areas deemed to have a higher security standard.

Each campus must designate a unit that enforces compliance with this policy by performing key reviews, directing the production of all keys, requiring all card access and clearance requests in writing and annually updating the DFR list. See Site-Specific Access Information appendix.

REASON FOR POLICY

This policy implements and aligns with *Health and Safety policy*. It sets minimum access standards that must be maintained throughout the University to protect the University's property and assets and to maximize personal safety; and defines door access and procedures for University facilities to ensure authorized access.

Providing proper access will help the University achieve its educational, research and employment goals by promoting personal health and safety, ensure that liability exposure is adequately controlled and minimized, and allow those involved in granting and gaining access to understand their individual responsibilities.