VIRGINIA COMMONWEALTH UNIVERSITY
ACCESS CONTROL POLICY
September 2000

NOTE: This policy was approved at the September 18, 2000, Vice Presidents' meeting.

**PROPOSED UNIVERSITY ADMINISTRATIVE POLICY FOR
GRANTING ACCESS TO
UNIVERSITY CONTROLLED BUILDINGS AND SPACES**

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I.   **PURPOSE:**

The purpose of this document is to describe Virginia Commonwealth University's policy regarding access to University-owned or leased buildings or space.

II.   **POLICY STATEMENT:**

It is the policy of Virginia Commonwealth University that access to all University-owned and leased buildings and space is limited to authorized persons for authorized purposes as approved by the appropriate Vice President or designee.

III.   **GRANTING OF ACCESS TO UNIVERSITY OWNED AND
        LEASED BUILDINGS:**

The granting of access to University facilities is at the discretion of the Vice President responsible for the space to which access is being granted. That responsibility may be delegated to other persons within the organization; however, it is the responsibility of the Vice President to ensure compliance with the conditions of this policy.

This responsibility includes ensuring that the following criteria are met in relation to access control:

- An accurate record of access granted to each employee or other related party should be maintained.

- Access to buildings should be reviewed and documented on a periodic basis.
- Procedures should be developed that comply with all other requirements of this policy.

Additionally, it is the responsibility of the Vice President to whom an employee reports (or in whose area a student is enrolled) to ensure that there is a procedure in place to collect all means of identification from an employee/student/or other associated party when that employee/student/or other associated party no longer has a relationship with the University.

IV.   OPTIONS FOR ACCESS CONTROL

Access control devices as discussed in this policy may range from the simple mechanical key lock to a more complex, monitored card-activated access device. The VCU Police Department has developed a prioritized plan for providing access devices for exterior doors of all University-owned and leased buildings. The funding for these devices is evaluated on a University-wide basis, and devices will be installed as funding permits.

While the University acknowledges that all departments have limited resources, needs in a specific department currently not met by this University-wide project must be funded from departmental funds. Any access control device installed in a University-owned or leased building or space must be from an approved list jointly maintained by the VCU Police Department and the Facilities Management Division. This list will include (at a minimum): a mechanical key locking device, a centrally-monitored card activated device, and a locally-controlled card activated device.

V.   MAINTENANCE OF CARD ACCESS DEVICES

Maintenance of devices that have been installed from the VCU Police Department prioritized list will be funded at a central University level. Maintenance of previously existing devices must be covered by departmental funds and must be obtained through the Facilities Management Division.

VI.   EMERGENCY ACCESS

The VCU Police Department will have access to all University-owned and leased buildings and space. When the access device is mechanical, keys will be provided to the Police Department. When the access control device is electronic, the Police Department will be provided with electronic means for access. It is the responsibility of the Police Department to appropriately safeguard the access and to provide documentation of access devices.

VII.   TERMINATION OF ACCESS

It is the responsibility of each Vice President's office to ensure that adequate procedures are in place to obtain access devices or otherwise discontinue access when an employee is terminated. The VCUCard Office and the VCU Police Department should be notified immediately when it is necessary to terminate employee access on an emergency basis.

Employees who lose or have access devices stolen from them are responsible for notifying their department immediately so that appropriate action may be taken.