

General/Student Policy – Access to and Security of Campus Facilities

Policy:

BSC is a public institution and, with the exception of restricted areas, is accessible to the public during normal building hours. With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization and identification after normal building hours.

Procedures:

1. Buildings have individual hours which may vary at different times of the year. In these cases, the buildings will be secured according to schedules developed by the department responsible for the building. Campus employees and departments are responsible to notify the Campus Scheduling Associate of all facility/room usage except for self-managed rooms.
2. Buildings and Grounds is the only entity that may make changes, additions, or alterations to College approved or installed access systems and keys. Hasps, padlocks, or other privately supplied locking devices are not allowed. These devices will be removed and the department or individual responsible will be charged for all costs incurred.
3. Campus Safety and Security and Buildings and Grounds have access to all areas with the exception of specifically identified restricted areas.
4. In order to protect the safety and welfare of students and employees of the College and to protect the property of the College, all persons on property under the jurisdiction of the College behaving in a suspicious manner will be asked to identify themselves. A person identifies himself/herself by giving his/her name, complete address, and stating truthfully his/her relationship to the College. A person may be asked to provide proof of identification which is subject to verification.
5. If any person refuses or fails upon request to present evidence of his/her identification and proof of his/her authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed from the building or campus. Campus Safety and Security is available to assist with this request.
6. The College strives to maintain a secure and accessible campus for students, employees, visitors, guests, and affiliates. This campus access policy adheres to the requirements established by the Clery Act.
7. Persons who behave in a suspicious manner or are involved in suspicious activities should be reported to Campus Safety and Security.

Safety Considerations:

Proper lighting and building security are major factors in reducing crime on campus. Buildings and Grounds maintains the Campus with a concern for safety and security. Campus administrators, Campus Safety and Security, and the BSC Student Government Association (SGA) tour and inspect campus on an annual basis to determine if there are any safety concerns. They assess campus signs, emergency phones, lighting, and locking procedures. Potential safety hazards are repaired to provide a safer environment for the campus community. All members of the campus community are encouraged to report safety hazards to Building and Grounds.

Reference:

Clery Act

<http://www.clerycenter.org/summary-jeanne-clery-act>

History of This Policy:

First policy draft reviewed by the Operations Council on May 13, 2015 and approved by the Executive Council on June 5, 2015; October 18, 2016.