

CSN ACCESS POLICY

I. Exterior Doors

a. New Buildings

- i. All new buildings at CSN will be equipped with electronic locks on all exterior access doors.
 1. At least one main exterior access door of each building will be equipped with card key access.
 2. Multi-storied buildings with no interior access between floors will have a card key access point on each floor.
 3. Interior rooms of a sensitive nature requiring card key access will be identified by the Appropriate School Dean or Program Director, and forwarded to the Vice President of Academic Affairs, Vice President for Administration and appropriate Operations and Maintenance personnel for approval and installation during the planning and construction phase of each building.

b. Existing Buildings

- i. Existing buildings will be refurbished with exterior (and selected interior when desirable and feasible) electronic locks on a funds-available basis.
 1. At least one main exterior access door of each building will be equipped with card key access.
 2. Multi-storied buildings with no interior access between floors will have a card key access point on each floor.
- ii. Until retrofitted with electronic locks, all existing buildings will be outfitted with pass-key locks.
 1. At least one main exterior door of each building will be equipped with a pass-key lock.
 2. Multi-storied buildings with no interior access between floors will have a pass-key access point on each floor.

c. Issuing of Card Keys and Access Keys

- i. All full-time faculty and staff members will be issued a card key, or pass key, to the building in which their office or primary workstation is located to allow for 24 hour, unfettered access. This includes any keys necessary to reach their laboratory space and / or building restrooms.
- ii. Part-time faculty and staff will not be issued card keys or pass keys, except with specific approval by the appropriate Vice President.

d. Building Hours

- i. All buildings will have hours of operation prominently and permanently posted at each main outer access door.
 1. The main outer access doors will be unlocked and relocked daily by CSN Public Safety and Police Services personnel.

II. Interior Doors

a. Offices and Work Spaces

- i. Each full-time faculty and staff member will be issued a personal key to their office or primary workstation.
 1. Personal keys for offices and workstations will be checked out and tracked through the CSN lock shop.

b. Classrooms

- i. Classrooms are to be unlocked and accessible to students no later than 10 minutes prior to the scheduled starting time of the class.
 1. Each classroom at CSN is assigned to a department as a priority room. As such, each department will be responsible for ensuring their classrooms are unlocked in a timely fashion.
 2. Keys to each of their priority classroom will be issued to Departmental Administrative Assistants on each campus, as well as Department Chairs, and School Deans.
 - a. Department Chairs, as well as School Deans will be issued keys to each door they are responsible for overseeing, on each of the CSN main campuses. Remote site room access will remain under the supervision of the Site Director and personnel.
- ii. Departmental personnel should ensure rooms are locked after the last class of the day, but CSN Public Safety and Police Services personnel will ensure all classroom doors are locked at the conclusion of each day

c. Laboratories and Special Access Rooms

- i. Laboratories and special access rooms (as defined and determined by Department Chairs and School Deans) will remain locked until an instructor is present, and then re-locked immediately following conclusion of the class period, or at the end of a block of classes if multiple classes are scheduled immediately after each other.
 1. Keys to each of their laboratories and special access rooms will be issued to Departmental Administrative Assistants on each campus, as well as Department Chairs, and School Deans.
 - a. Department Chairs, as well as School Deans will be issued keys to each door they are responsible for overseeing, on each of the CSN main campuses. Remote site room access will remain under the supervision of the Site Director and personnel.

d. Unassigned Keys

- i.** A group of unassigned key will be provided to each department for rooms under their control. These keys will be made available to full-time, as well as part-time, faculty and staff on a case-by-case, needs basis.
 - 1.** Unassigned keys for classrooms and laboratory / special access rooms will be approved by, and checked out and tracked by, the appropriate Department Chair or Program Director.
 - a.** All unassigned keys must be returned to, and accounted for, the appropriate Department Chair or Program Director at the end of each academic semester, or at the end of the current work assignment, if that assignment ends before the end of a standard semester (Fall, Spring, Summer).

III. Monitoring After-Hours Usage

a. Buildings With a Security Desk

- i.** Each faculty and staff member entering a building after hours (evenings and weekends) will physically sign in and out of the building at the security desk.

b. Building Without a Security Desk

- i.** Each faculty and staff member entering a building after hours (evenings and weekends) will call the main security number for that campus and report their presence when they enter the building and arrive at their office or workstation, and then call again to report their departure as they prepare to leave the building.