

TEMPLE UNIVERSITY POLICIES AND PROCEDURES MANUAL

Title: Access Controls for University Facilities
Policy Number: 04.61.20
Issuing Authority: Office of the President
Responsible Officer: Chief Operating Officer

Date Created: February 2019
Date Scheduled for Review: July 2020
Reviewing Office: Access/OWLcard Office

I. Scope of Policy & Rationale:

To protect the safety, security, privacy and property of the university, and the individuals authorized to use university facilities, by controlling access to such facilities. This policy applies to students, faculty, employees and others who desire to use university facilities. For purposes of this policy, university facilities will include all facilities owned, leased by, and/or under the control of the university.

II. Definitions

Access Control System- A security system that can be activated by an access credential. The system controls locking and unlocking of doors, identifies and records cardholder information, and logs system events.

Access Coordinator- The individual responsible for ensuring that access is managed and authorized for areas she or he is designated to oversee.

Access Credential Device (ACD) - A university-approved device which identifies an individual to an access control system. Devices may include a card, fob, tag, biometric identifier, ecard or any other approved device.

Guests- Individuals who are not current university faculty, employees or students. Guests include, but are not limited to, employees of Temple University Health System, visiting faculty, visiting scholars, contractors, vendors, volunteers, volunteer faculty, temporary agency employees, and summer program participants.

OWLcard- The university's official photo-based credential for all students, faculty and employees which identifies the cardholder by picture, name and function.

University Facilities- The buildings, structures, land, open spaces, walks and streets that are part of the university, whether such facilities are owned, leased or otherwise controlled by the university.

III. Policy Statement

It is the policy of the university to preserve an open access environment while properly authorizing building and room access to faculty, employees, students and guests. Providing proper access will help the university achieve its educational, research and employment goals by promoting personal health and safety; ensuring that liability exposure is adequately controlled and minimized; and allowing those involved in granting and gaining access to understand their individual responsibilities. All persons should be prepared to provide valid identification upon request. University students, faculty and employees are expected to present a valid OWLcard.

Requests and authorization to access university facilities will be accomplished by the completion of a *Facility Access Authorization Request*. Each school, college, department and unit must designate an Access Coordinator that will manage and review all requests for facility access. In the event that an individual's access requirements change, the individual will be required to notify his or her area Access Coordinator and make the appropriate changes, including the return of keys/ACDs. These circumstances can include, but are not limited to: (1) access changes in their current area of employment (2) leaving the university, or (3) accepting employment in a different area of the university. The employee's supervisor and/or Access Coordinator will ensure the timely change in access or removal of access. Internal Audits will include the management and review of access privileges as part of every school, college, department and unit audit.

All keys and ACDs permitting access to University Facilities are the property of the university and are not to be duplicated, transferred, or shared with others. Duplication, transferring, or sharing of keys and/or ACDs, or the possession of duplicate keys and/or ACDs, will result in referral to Campus Safety Services. When appropriate, criminal sanctions may also result.

Adherence to this policy is the responsibility of all faculty, employees, students and representatives of organizations having contractual agreements with the university. Enforcement of this policy is the responsibility of Campus Safety Services. In the event of an emergency, Campus Safety Services will have the authority to control building access, including locking/unlocking of doors.

Notes

- 1. Dates of official enactment and amendments:**
Adopted by the President on February 12, 2019.
- 2. History:**

Supersedes:

Reviewed By:

Campus Safety Services, University Counsel, Information Technology Services,
OWLcard Office

3. Cross References/Appendix:

[03.70.12](#) Student Conduct Code

[04.10.01](#) Employee Manual

[04.31.11](#) Uniform Hours for All Offices Directly Serving Students

[04.31.12](#) Inclement Weather and Unscheduled Campus Closings

[04.34.02](#) Employer Access

[04.34.11](#) Scheduling & Space Management

[04.61.12](#) Safety of Minors in University Programs

[04.61.13](#) Visitor and Volunteer Policy and Procedures

[04.62.12](#) Temple University Laboratories- Visitors and Volunteers Policy & Process

University Housing & Residential Life [Guide to Rights, Responsibilities and Resources](#)

Information Technology Services [Granting Systems Access and Guest Cards to Guests](#)

Information Technology Services [System Access Role Definitions](#)