

William Paterson University Policy

SUBJECT:		TITLE:	Building Security Policy		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input checked="" type="checkbox"/>	
Responsible Executive:	Stephen Bolyai, VP Admin & Finance		Responsible Office:	University Police & Public Safety & Technology Services	
CODING:	03-30-70-01-05	ADOPTED:		AMENDED:	
				LAST REVIEWED: 08/20/14	

PURPOSE

This policy is set forth to ensure the University and the Department of Police and Public Safety have a clear and effective policy and procedures for securing buildings. Due to the number of buildings on campus, the various uses of buildings, and the difference in locking mechanisms for the buildings, every building is not opened and locked in the same manner or at the same time.

This policy defines the following:

- 1) Providing procedures by which employees of specific departments lock buildings.
- 2) Providing information to the university staff about when and by whom buildings will be locked.
- 3) Providing the Department of Police and Public Safety with information pertaining to faculty use of buildings between 11:00 p.m. and 7:00 a.m. on week days and use of building on week-ends.
- 4) Establishing the hours when non-residential buildings are opened.

Delineation of eligibility of access is defined in the Access Control Policy.

DEFINITIONS

There is no consistent interpretation of universal terms related to the securing of buildings. Therefore the following definitions are set forth as the University's interpretation.

Disruption in Security:

Any act by a person or person(s) that causes an unwelcome or unexpected interruption of an activity.(e.g. a stranger entering the building or wandering through the building, a person prying open a door, a person making loud noises, a number of unknown persons suddenly entering the building).

ID Access card:

An identification card programmed to activate specific electronic locks by reading and decoding the data stored within the card.

Key:

A metal bar with notches or grooves that, when inserted into a lock and turned, operates the lock's mechanism

Lock:

Device that prevents access by an unauthorized person

Locking:

The act of preventing access through the use of a specific device; it can be achieved electronically, mechanically, or automatically by closing doors

Police Officer:

A sworn law enforcement officer with the power to arrest; is not a security officer due to sworn duties

Security:

Precautions taken to give assurance that something of value will not be taken without permission and that injury/damage to persons or property will not occur

Security Officer:

A person hired to protect a person or place from crime and to alert the police of breaches of peace and emergencies

Scheduled:

Time and place established by the Provost's Office for a class to be conducted

Student Patrol:

A group of students hired by the university to assist the Department of Police and Public Safety by performing certain acts, such as securing buildings and providing security by walking about the campus

AUTHORITY

The university assigns particular responsibilities to its departments and the department's staff members. All staff persons have the authority to lock rooms for which they are responsible. All faculty members have the authority to lock their offices. All sworn police officers have the authority to lock any building or room on campus. Members of the Student Patrol have the authority to lock any building or room that the Police Supervisor of Student Patrol assigns them to lock.

Some buildings will be locked by staff persons within those particular buildings. Some buildings will be locked electronically as designed. Most buildings will be secured by the members of the Department of Public Safety, which includes police officers and members of Student Patrol.

The buildings for the Department of Police and Public Safety and the Physical Plant's building and rooms will be attended to by members of those departments. Additionally, the residence

halls are excluded from this policy in deference to the existing Residence Life policies that address security in those buildings.

Designated members of the Physical Plant Department and members of the Department of Police and Public Safety have the authority to open buildings. Generally, members of the Physical Plant Department will open the buildings at 7:00 a.m. on Mondays, will open the buildings at 6:30 a.m. Tuesdays through Saturdays, and will open specific buildings on Sundays for scheduled classes/events.

DEPARTMENTAL OBLIGATION

Designated staff persons within the following buildings are responsible for locking rooms within the buildings, which have pre-programmed electronic locks for the entry doors:

- Machuga Student Center
- Speert Hall
- Pavilion Fitness Center
- Recreation Center

In addition, the following buildings are on a pre-programmed electronic lock system for the entry doors. Individual building schedules are determined by academic and event schedules (if applicable), or as determined by the administrative usage of the building. These schedules are controlled and activated by the Office of Technology Services.

- 1600 Valley Road
- Ben Shahn Center
- College Hall
- Gaede Hall
- Morrison Hall
- Raubinger Hall

Designated staff persons within the following buildings are responsible for locking rooms within the building and for locking the entry doors:

- Gorab Alumni House
- Mail Room
- Print Center
- Warehouse
- Water Tower and Pumping Station

Members of Student Patrol will lock the following buildings between the hours of 10:00p.m. and 11:00p.m.. due to classes ending, and police officers will check the locks between the hours of 1:00a.m.. and 2:00a.m.. as the doors may be used by faculty exiting the building or may be re-opened by maintenance to clean the building:

- Athletic Locker Facility
- Atrium
- Hunziker Hall
- Hunziker Wing

Pool
Shea Center
Wightman Gym

The following buildings will be locked by police officers between 11:00p.m. and 2:00a.m. to allow for appropriate use of the buildings:

David and Lorraine Cheng Library
Hobart Hall
Hobart Manor
Power Arts Center
Science Hall

USE OF POLICE TO GAIN ACCESS AND NOTIFICATION OF EXIT

At times when a faculty member wants to gain access to a building and lacks a key or ID card to allow access, the faculty member must contact the Department of Police and Public Safety at extension 2301 to arrange for access to that building or room.

FACULTY USE OF BUILDINGS

Faculty may enter any building on campus at any time including holidays, unless the entire University is closed for circumstances such as a weather event. For buildings requiring a keyed entry the Department of Police and Public Safety must be called when the faculty member has arrived at the building. Access to buildings with electronic locks would not require any officers to respond.

LOSS OF ID CARD OR KEY

Any loss of ID card or key must be reported to the Department of Police and Public Safety as soon as the loss is discovered. The loss of an ID card must also be reported to the Director of Technology Services at x2597, as soon as practical.

DISRUPTION IN SECURITY

All disruptions in security should be reported to the Department of Police and Public Safety immediately. The university's police officers will investigate the breaches and will record any findings regarding the breaches.

INVENTORY SHEET

In the event of a breach of security and loss of equipment, police detectives will investigate the breach and record missing property. To facilitate the investigation, all faculty members and heads of department will maintain inventory sheets containing a list of property with corresponding serial numbers and model numbers.