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 Reviewed: July 2024
Date Scheduled for Review: July 2027
Reviewing Offices: Information Technology Services and Public Safety

I.   Scope of Policy & Rationale:

This policy is intended to promote the safety, security, privacy, and property of the university, and the individuals authorized to use university facilities, by controlling access to such facilities. It applies to students, faculty members, employees, and others who use university facilities.

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 they are 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 members, employees, or students and are eligible for university guest access privileges. Guests include, but are not limited to, employees of Temple University Health System, Inc., visiting faculty, visiting scholars, contractors, vendors, volunteers, volunteer faculty, temporary agency employees, and summer program participants. Guest access to facilities and systems must be sponsored by a university employee who will be responsible to approve and manage guest access parameters and duration.

OWLcard- The university's official photo-based credential (ID card or university-

approved electronic equivalent) for all students, faculty and employees which identifies the cardholder by picture, name, and function.

OWLcard administrator – Designated staff in Public Safety and Information Technology Services responsible for managing the Access Control System.

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

III.   Policy Statement

The university strives to preserve an open access environment while still restricting access to certain University Facilities to faculty members, employees, students, and university sponsored guests.

Providing proper access facilitates the university's educational, research and employment goals by promoting personal health and safety; managing liability exposure; and providing more clarity to those individuals granting or gaining access to University Facilities regarding their individual responsibilities.

All persons accessing University Facilities should be prepared to provide valid identification upon request. University students, faculty members, and employees are expected to present a valid OWLcard.

Requests and authorization for access to University Facilities will be accomplished by the completion of a *Building Access Request* form located within TUportal. Each school, college, department, and unit must designate an Access Coordinator that will manage and review all requests for such access. In the event that an individual's access requirements change, the individual will be required to notify their area Access Coordinator and make the appropriate changes, including the return of keys and 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 may include the management and review of access privileges as part of school, college, departmental, and unit audits. Access plans that are not periodically reviewed or do not adhere to the policy guidelines may be revoked or modified by the OWLcard administrator.

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 for appropriate discipline as well as to the Department of Public Safety for investigation. When appropriate, criminal sanctions may also result.

Adherence to this policy is the responsibility of all faculty members, employees, students,

authorized guests, and representatives of organizations having contractual agreements with the university.

Enforcement of this policy is the responsibility of supervisors and Access Coordinators. In the event of an emergency, Public Safety 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:**

   This policy was enacted in February 2019 and informed the design of the Building Access Request system in TUportal to automate the request, approval, tracking and management of access to more than 60 university facilities and 500 access plans, for over 60,000 users.

   In 2021 the policy was updated following the implementation of the Building Access Request System and the first audit cycle with recommendations to reinforce the role of the Access Coordinator and supervisor in periodic review of access.

   In 2024 the policy was updated to reflect changes in responsible officer and reviewing departments.

   Supersedes:

   Reviewed By:
   Public Safety, University Counsel, Information Technology Services, and OWLcard administrators

3. Cross References/Appendix:

- Information Technology Services *Guidelines & Procedures:* https://its.temple.edu/tech-policies *Granting Systems Access and Guest Cards to Guests* and *System Access Role Definitions*
- Student Conduct Code, policy no. 03.70.12
- Employee Manual, policy no. 04.10.01
- Uniform Hours for All Offices Directly Serving Students, policy no. 04.31.11
- Inclement Weather and Unscheduled Campus Closings, policy no. 04.31.12
- Employer Access, policy no. 04.34.02
- Scheduling & Space Management, policy no. 04.34.11
- Safety of Minors in University Programs, policy no. 04.61.12
- Visitor and Volunteer Policy and Procedures, policy no. 04.61.13

- Temple University Laboratories- Visitors and Volunteers Policy & Process, policy no. 04.62.12University Housing & Residential Life: *Guide to Rights, Responsibilities and Resources*