



2.4.2 Access to University Buildings, Facilities and Grounds

Controlling who has access to university buildings, facilities and grounds, and under what circumstances, is an important security concern of the University of San Diego. All members of the university community, including guests and visitors, are expected to comply with this policy. Violation of this policy may result in disciplinary action, up to and including separation from the university.

1. Access To Campus, Buildings and Facilities

The campus, buildings and facilities of the university are restricted to students, faculty, administrators, staff, and guests of the university, except when part or all of the campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved by authorized university officials.

When an event on campus is open to the general public, attendees are expected to comply with applicable university policies, rules and procedures and to comply with reasonable behavior expectations. Those who do not comply may be required to leave the campus. The main entrances to buildings on campus are to be open to students, faculty, administrators, staff, and guests of the university during normal operating hours. All university buildings and facilities will be locked when they are not open for general use by those who are authorized or permitted to use them. When a university building or facility is not open for general use and is locked, entry to the building or facility may be controlled or limited by the Department of Public Safety. Advance authorization by an appropriate university official may be required before an individual is permitted access to a university building or facility when the building or facility is locked and not open for general use.

Permission to access the campus, buildings and facilities of the university may be denied or rescinded at any time, in the university's sole and complete discretion. An individual who refuses to leave the campus or a university building or facility after being asked to do so by a university official and/or security personnel will be considered to be trespassing on university property.

2. Identification Cards

All persons who are on the university campus or participating in university-related activities must provide adequate photo identification, upon request, to any university official and/or security personnel. Any person who refuses to provide the requested identification may be asked to leave the campus.

All employees and students of the university must possess a valid and current university-issued identification card at any time when they are on campus or otherwise engaging in university-related activities. An employee or student is authorized to have only one validly-issued identification card at any given time, except where an employee also is a university student in which case the individual may be issued an employee identification card and a separate student identification card. Individuals who are not employees or students may be granted university-issued identification cards only with advance approval of a Vice President. Access to or use of university facilities or other privileges may be denied without presentation of a valid university identification card. Guests and visitors must carry a valid form of identification with them at all times when on campus or otherwise engaging in university-related activities.

University identification cards are the property of the university and must be presented to authorized university officials upon request. Upon request, a university identification card must be returned to the university. All employees are required to return the university identification cards to Human Resources upon separation from employment.

3. Keys or Other Access Systems

Keys to university buildings, facilities and other property are the property of the university. Only authorized individuals are permitted to have keys to university buildings, facilities or other property. Those who are permitted to have keys are expected to use the keys only for authorized university-related purposes. Permission to have or use keys to university buildings, facilities or other property may be denied or rescinded at any time and for any reason. “Keys” for the purpose of this policy refers to keys, cards or any other access systems or devices.

Responsibility for safeguarding university keys rests with the individual who has been granted permission to have the key in his or her possession. The duplication or transfer of keys to third parties is expressly prohibited. Lost or stolen keys must be reported promptly to the appropriate building manager, the Department of Public Safety, or Human Resources.

All keys to university buildings, facilities or other property must be immediately returned when an individual is no longer an employee or student of the university, or otherwise upon the request of an authorized university official.

Private locks generally may not be used on university property, unless approval has been given in advance by an authorized university official. If approval is granted, the individual must provide a key to the private lock to appropriate university personnel upon request. For safety or other legitimate purposes, the university reserves the discretion to cut and remove a private lock if the lock has been used without appropriate authorization or a key to the private lock has not been provided to appropriate university personnel.

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