



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.

Security of and Access to Campus, Buildings and Facilities

The university campus, buildings and facilities are restricted to employees, students, and guests of the university, except when they are open to the general public for a designated time and purpose, or when in use by individuals, non-affiliated groups, or organizations approved by authorized university officials.

The main entrances to buildings on campus are to be open to employees, students, 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. 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. Advanced authorization by an appropriate university official may be required before an individual is permitted access when the building or facility is locked and not open for general use. 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.

Permission to access the campus, buildings and facilities of the university may be denied or rescinded at any time, in the university's sole and complete discretion.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.

Identification Cards

The university issues physical identification cards (Torero Card) through Campus Card services and digital identification (My ID Card) via the MyUSD App to all current employees and students. Employees and students are only authorized to have one validly issued Torero Card at any given time, except where an employee also is a university

student in which case the individual may be issued an employee Torero Card and a separate student Torero Card. Individuals who are not employees or students may be granted university-issued identification when approved by an appropriate university official.

All employees and students of the university must possess a valid and current university-issued identification at any time when they are on campus or otherwise engaging in university-related activities. Access to or use of university facilities or other privileges may be denied without the presentation of a valid university identification.

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, and provide 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

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.

Special Considerations for Residence Hall Access

The University uses a number of systems based on the unique features of each building, to monitor the security of and access to residence halls. Access to most of the university residence halls requires a keycard at the exterior entrances. Access to all of the university residence hall rooms requires a keycard at an individual's assigned unit along with a unique pin to access the room. The individual's university identification card serves as the keycard. Access to the university residence halls is assigned by the Department of Residential Life for the students assigned to the residence hall and units therein, and to any faculty, staff, and administrators working and/or living in the facility for a programmatic purpose approved by the university.

Additionally, all floor-level windows are provided with a sash lock for additional security and wooden dowels are available for use in the residence halls.

Resident Assistants monitor the residence halls through a duty rotation. Resident Assistants routinely patrol all residential buildings and floors to check for safety and security concerns both inside and outside of each building. Resident Assistants are trained to call the Department of Public Safety and/or a Residential Life professional staff member if a crime occurs, if there is an escalated student code of conduct violation, and/or if an individual's personal welfare requires additional attention.

Department of Public Safety Officers routinely patrol the USD campus, including residence halls. The University also has an extensive security camera system.

The residence hall guest policy requires students to escort their guests at all times and guests must have picture identification on their person at all times. Students do not sign in guests at residence hall desks.

From time to time, the university may enter into a lease agreement with off campus apartment complexes to provide a limited number of students with additional housing options. Students residing in these housing communities are responsible for understanding and abiding by USD standards, policies, and procedures.

Security Considerations for the Maintenance of All Campus Facilities

Security is a consideration when maintaining USD facilities. Security surveys are conducted daily by the Department of Public Safety, security personnel, and Residential Life staff to examine factors such as landscaping, locks, alarms, propped doors, fire hazards, lighting, and malfunctioning emergency phones and/or security cameras. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Any deficiencies found are reported for corrective action.

We encourage community members to promptly report any security concerns, including concerns about locking mechanisms, lighting, or landscaping to the Department of Public Safety.

(September 26, 2024)