William Paterson University of New Jersey
<u>Building Security Policy</u>

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.

<u>PURPOSE</u>
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.

<u>DEFINITIONS</u>
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 Director 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.

In the event that a member of the Department of Police and Public Safety opens a building for use by faculty during off hours, the faculty member upon leaving the building must notify the Department of Public Safety that he or she left the building.

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 (to begin in January 14')
College Hall
Gaede Hall (to begin in January 14')
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 Shop
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. After the person has gained access, he or she must alert the Department of Police and Public Safety at extension 2301 when the person exits the premise, unless the entry was during the hours of 8:00 a.m. and 11:00 p.m. on a week day or was for a scheduled class on the week-end.

OFF HOUR USE OF BUILDINGS

When a faculty member enters a building or remains in the building between 11:00 p.m. and 7:00 a.m. during a week day, that person must notify the Department of Police and Public Safety by calling extension 2301 and reporting what building and what room the person will enter and use. When the person enters a building on week-ends, that person must notify the Department of Police and Public Safety by calling extension 2301 and reporting what building and what room the person will enter unless the person is scheduled to teach class on that week-end. Any person exiting a building between 11:00 p.m. and 7:00 a.m. during a week day and on week-ends must also notify the Department of Police and Public Safety when leaving the building. This also applies to times when the University is shut down, such as holiday breaks. Further, when a person has entered a building off hours and is exiting the building, that person shall be responsible for insuring that the exterior door is secured when he/she leaves the building.

If a member of the Department of Police and Public Safety opens a building for use by a faculty member during off hours, the faculty member upon leaving the building will insure the door has latched and secured.

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.