

BUILDING ACCESS

I. Policy Section

Risk Management

II. Policy Subsection

14.14 Building Access (Key/RaiderCard)

III. Policy Statement

It is a Grand Rapids Community College (GRCC) policy to provide authorized individuals reasonable access to college buildings and offices for the purpose of fulfilling their responsibilities while maintaining a high level of security for college facilities. GRCC utilizes both electronic and physical keys to secure the campus. The President of the College or their designees will be responsible for maintaining procedures for securing buildings and classrooms.

IV. Reason for the Policy

This policy identifies the responsibilities for securing buildings, issuance of keys and RaiderCard access, as well as sets parameters for building access and other related information to enhance personal safety for all members of the college community, to protect the moveable physical assets of the College, and to facilitate timely access in case of emergency.

V. Entities Affected by this Policy

All Employees, Students, Contractors, Vendors, and members of the public

VI. Who Should Read this Policy

All Employees
Students
Members of the Public
Board of Trustees
Contracted employees and service providers

VII. Related Documents

GRCC Building Access Plans
GRCC Campus Building Schedules
RaiderCard Agreement

Key Agreement
Criminal Background Check

VIII. Contacts

Policy Owner: Vice President of Finance and Administration
Executive Director of Facilities
Chief of Police
Chief Information Officer

IX. Definitions

- A. General Employee Access: Automatic credential granted for active employees and provides external door access to general entrances in most campus buildings
- B. Administrative and Operational Access: Default access for GRCC Police, facilities, some IT personnel, Cabinet and executive leadership
- C. Emergency Response Access: Granted to GRCC Police and the Emergency Management Team.
- D. Extended Access: Access granted upon request within perimeters allowed.

X. Procedures

A. The Chief of Police and Executive Director of Facilities, in collaboration with operational personnel, are responsible for establishing and maintaining effective and responsive access plans

B. The Chief of Police, in conjunction with facilities staff, will be responsible for allocation and inventory of all physical keys and for approving electronic access based on role and responsibility. Credentialing of general electronic access is assigned primarily through automation with specific permissions granted using the access request/extended access request forms.

C. Access to academic and office buildings for students and the general public is limited to the standard hours of each building. Standard Hours are outlined in the GRCC Campus Buildings Schedule and may change by semester. After-hours use of campus facilities by students is strictly prohibited. Weekend hours will vary depending on campus activities. Disabling or propping open electronically secured doors provides a threat to personal safety and a risk to property and is prohibited.

D. Keys and/or RaiderCard Access will be allocated on the following basis:

1. Need for access to buildings and internal facilities will be the determining factor for allocation of all keys/RaiderCard access.
2. When a change in access or additional access is necessary after initial onboarding, department heads, program directors, or immediate supervisors will be responsible for initiating the access request process for their employees as the "Requesting Party" on the Building Access Request Form.
3. Employees will be granted access based on role and responsibility and issued keys to their internal work areas (offices).
4. Adjunct faculty will be granted access by semester based on an active instructional assignment
5. Students may be granted electronic access based on enrollment or with approval of their department head or supervisor. Students will not be assigned physical keys to any college door. Student employees may check keys out from the GRCC Police Department as needed, with approval of their supervisors.
6. All employees, vendors, and contractors must clear a criminal background check prior to receiving access.
7. Grand master keys and 24/7 electronic access will be granted only with the approval of the President or their designee.
8. GRCC Police must receive a signed access request form authorized by a Cabinet level administrator or Associate Dean, before access is granted.
9. A Key Agreement must be signed by the individual receiving keys. Copies of the signed documents are retained in the Facilities Department's access control office.
10. RaiderCards and keys are non-transferrable. It is the responsibility of each card/key holder to report a lost or stolen card/key directly to the GRCC Police Department. Individuals may be subject to costs associated with replacement as per the Key Agreement or RaiderCard Agreement.

11. Key and electronic access transfers from one person to another are prohibited. Anyone possessing or using a RaiderCard without authorization will be subject to disciplinary action and/or criminal charges where appropriate.
12. Employees separated from employment for any reason are required to turn their keys in to the GRCC Police Department on their last work day, unless a Human Resources (HR) representative takes possession of the keys during the separation process. In this situation, the HR representative will be responsible for turning the keys in to the police department. Electronic credentials will be deactivated.
13. Employees who are transferring to a different assignment within the College or moving to a new office space requiring new access must turn their old keys in at the GRCC Police Department prior to obtaining new keys. Electronic credentials will be de-provisioned/provisioned accordingly.

E. Facilities staff, along with GRCC Police Officers, are responsible for confirming all buildings are secure based on building schedules and when the campus is closed.

F. Only authorized persons are to be in campus buildings when the campus is closed. When the campus is closed, authorized employees entering and exiting closed buildings are directly responsible for securing the doors they use.

G. Requests for changing individual cores in doors should be directed to the Chief of Police or Executive Director of Facilities.

H. Exceptions to these rules must be approved by the College President or their designee.

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| XI. | <u>Forms</u>
N/A |
| XII. | <u>Effective Date</u>

2006 |
| XIII. | <u>Policy History</u>
2006 - original draft
2012 - revised
2014 - revised
2016 - revised (Added definitions for restricted access times)
2019 - revised |

2021 - no changes
2023 - revised

XIV. Next Review/Revision Date

February, 2025