

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

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| TITLE: Access Control and Building Security | POLICY NUMBER: G020 |
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It is the mission of the Public Safety Office to provide a safe and secure environment for all students, staff, tenants, and registered visitors. One of the many ways to insure Public Safety's mission is through Access Control.

All employees, dedicated contractors, interns, visitors, tenants, and volunteers shall be issued an ID badge, and are required to display the badge whenever on VSDB Campus. As determined by supervision, some individuals will be issued Access Badges that will function as a key to specific doors to specific buildings at specific times. All doors with card reader access shall cause an electronic log to be generated indicating the time, date, and person attempting to access a building/door. All doors and especially doors with electronic access must not be permanently or temporarily unlocked by a hard key without prior approval from the Public Safety Office.

At any time the Director of Public Safety can alter/modify and approve any exceptions to the Access Control Policy.

For the purpose of this policy we will address:

1. Employee Access Badge/FOB(Frequency Operated Button) and Clearances
2. Student Access Badge
3. ID Badges
4. Maintenance Contractor Access Badge
5. Public Safety Contractor Access Badge
6. Education Contractor Access Badge
7. Tenant Access Badge
8. Special Event Guest Badges
9. Visitor/Volunteer ID Badge
10. Hard Keys
11. Lock Cores
12. Traffic Control Gates

FOB's will be inferred when the term Access Control Badge is used. FOB's will only be issued to employees in specified job positions. A FOB is a small access key, usually carried on a key ring.

Access Control Forms are located in the Public Safety Office.

1. Procedures for Employees, Students, Maintenance Contractors, Public Safety Contractors, Education Contractors, and Tenant Access Badges, as well as ID Badges.

A. All new badges issued shall be assigned per the established criteria for the position, title, and or area. These criteria are established by the Director Public Safety with guidance from the Department Heads/Supervisors/Sponsors. Any access requests beyond the established criteria will require the Department Head/Supervisor/Sponsor to submit an email requesting new clearances to the Access Control System Administrator for approval. All new Badge Holders (Tenants Included) will be brought to the Public Safety Office for a picture of the new badge holder in order for a Badge to be printed. The new employee, upon receiving their badge shall sign the Access Control Form filed by Access Control System Administrator. The Access Control System Administrator shall also obtain the Department Head/Supervisor's signature on the Access Control Form.

B. If a Badge is lost or misplaced the badge holder SHALL notify the Public Safety Office immediately. The reason for this is to allow Public Safety to disable the Access Badge. This is done to maintain security of buildings for our students, staff, tenants, contractors, and visitors.

a. After you have notified the Public Safety Office, the badge holder will need to pay \$10.00 to the Administrative Assistant in Peery Hall, Yates Shinpaugh, or the Cashier's Office. The badge holder will then obtain a receipt from one of the three above mentioned offices and bring the receipt to the Public Safety Office and present the receipt to the Access Control System Administrator and a new badge will be made.

b. If the badge holder has already paid for and received a new badge and they locate the "Lost" Badge they will need to bring one of the badges back to Public Safety Office. The badge brought back to Public Safety will be stored for future use, if needed. At no time will a badge holder have two pictured badges.

c. If the badge holder locates their badge before a payment has been made, they will need to notify the Public Safety Office and the Officer will reactivate their badge.

d. All damaged badges through normal wear will be replaced at no cost to the badge holder.

C. All badge holders who have finished their services on VSDB Campus shall return all badges, keys, and FOB's to Public Safety Office.

EXCEPTIONS TO THE ABOVE:

1. If a VSDB employee/student is found to have several recurrences of misplacing their badge, the following shall be enacted: The supervisor/sponsor shall be notified and an explanation shall be written and submitted to the Director of Public Safety. Upon the discretion of the Director of Public Safety a new badge request will be issued or denied.
2. If a VSDB employee is found to be continually forgetting to bring their badge/keys to work and they are continually having to request access to open a building or door then their supervisor will be notified and the employee shall be addressed as a performance issue. Employees are required to have their badge/keys every day when arriving to work.
3. Both Maintenance and Public Safety departments have two levels of Contractor badges:

A. ***Short Term Badges*** are issued to a Contractor that will be on campus for a day.

a. These badges will be issued by a VSDB Staff member who will also ensure that the contractor fills out the designated form stating the date the badge was issued, time issued/returned, badge number, name of the company, and the name of person being issued the badge.

b. These badges will require the badge holder to submit their driver's license to a scan through our Sex Offender Registry software.

c. These badges will only be active during the times of 6am- 6pm.

The Short Term Badges #1 and #2 will be housed in Public Safety Office along with a Grand Master Key for each badge.

The Short Term Badges #3 through #9 will be housed in the Shaffer Building with a Grand Master Key if needed.

B. ***Long Term Badges*** are issued to contractors who will be here at VSDB for extended amount of time.

a. These badges will require the badge holder to submit their driver's license to a scan through our Sex Offender Registry software.

b. These badges require the badge holder to have a picture taken by an Access Control System Administrator in order to individualize badge.

c. It is important to note that Education Contractor Badges are considered Long Term Badges.

Procedures for Guest Badges for Special Events

1. All Guest Badges will be housed in the Public Safety Office.
2. Guest Badges will be issued after receiving the Special Event Form filled out by the VSDB department sponsor.
3. Once the event form has been approved by the Superintendent, the form will need to be brought to Public Safety Office a minimum of one week prior to the event to allow enough time to set up the badge clearances and activation. The Badges will be activated for the allotted time of the Event.
4. Once the Badges have been activated, the Sponsor will be contacted by Public Safety Office. The Sponsor is responsible for issuing and receiving the Guest Badges utilizing the guest badge signature form.
5. The event sponsor is responsible to retrieve all issued guest badges and return the signed signature form to Public Safety at the conclusion of the event. The event sponsor will be responsible to investigate and retrieve any missing badges. If badges are not returned, then the event sponsor will need to reimburse VSDB. If the event sponsor is a VSDB employee, then their supervisor will be notified.

Procedures for all Visitors/Volunteers

1. All visitors and volunteers will be required to have a Government issued Id with them upon arrival at VSDB. This policy enables VSDB staff to scan the ID through our Sex Offender Registry software. Currently there are 4 locations where an ID may be scanned: Student Life Office, Yates/Shinpaugh Education Bldg, Shaffer Bldg, and the Public Safety Office.
 - a. Once the ID is scanned through the sex offender registry software, a temporary ID badge (sticker) will be printed with the individual's picture, date, and location of visit.
 - b. The temporary badge must be worn and displayed at all times while on campus, and must be returned to the location of issue prior to leaving campus.

Procedures for Hard Keys

1. For all new employees that require hard keys to perform their job, the Access Control Form will need to be filled out by their Department Director or Supervisor. This form will then need to be forwarded to the system administrator. Any high security keys that are needed, other than the already established keys for a particular job, will require prior approval from the Director of Public Safety or the Campus Chief of Police before being issued.
2. During the orientation process, the new employee will be escorted to the Public Safety Office by their immediate supervisor for their Access badge and hard keys. Keys will not be issued until the form has been properly signed by their supervisor.
 3. If a key is lost or misplaced, the employee SHALL notify Public Safety Office IMMEDIATELY.

- a. If the key lost is a Building Master, Grand Master, or Great Grand Master the cost of replacement is \$100.00 paid to the Cashier's Office. Once paid, take receipt to the system administrator for a replacement key.
 - b. If the key is not listed above the replacement cost is \$10.00 paid to the Cashier's Office. Once paid, take receipt to the system administrator for a replacement key.
4. All Employees that have ended their services here at VSDB shall return all Access Badges, ID Badges, Keys, and FOBs to Public Safety Office prior to having their clearance form approved.

Procedures for Changing Lock Cores

- 1. All core change requests will be sent via email to the system administrator, by the Department Director requesting the change.
- 2. The request will be reviewed by Public Safety Office for approval.
- 3. Upon approval, the Director requesting change will be notified by Public Safety. Once the new cores have been made, the Director requesting will be notified and a date and time will be scheduled for the change.

Procedures for Traffic Control Gates

The Traffic Control gates are all "yellow" or mechanical gates that cross a road on campus. All gates will be managed by the Public Safety Office. Any request for access or changes to these gates will be approved by the Director of Public Safety.

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| | BOV Approved: 9/25/19 |