



**Policy Title:** Access Control

**Policy Number:**

**Date Issued:** October 22, 2018

**Responsible Executive:** Associate Vice President  
for the Department of Public Safety

**Date Last Revised:** October 22, 2018

**Responsible Office:** Department of Public Safety

## Access Control Policy

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### Policy Statement

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Baylor University (the “University”) provides access to facilities and other buildings to students, faculty, staff, and other authorized individuals. Access to University facilities and building control are vital to creating a safe and secure learning environment that fosters academic excellence.

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### Reason for the Policy

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Enhancement of campus safety and security.

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### Individuals/Entities Affected by this Policy

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This policy applies to University students, faculty, staff, and approved contractors.

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### Exclusions

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NONE

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### Related Documents and Forms

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### University Policies and Documents

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Baylor University’s Technology Systems Usage Policy:  
<https://www.baylor.edu/content/services/document.php?id=39239>

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## Definitions

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These definitions apply to terms as they are used in this policy.

Baylor University Property	Buildings, grounds, and land that are owned by Baylor University or controlled by Baylor University via leases or other formal contractual arrangements to house ongoing Baylor University operations.
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## Contacts

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Subject	Contact	Telephone	Office email/web site
Policy	Associate Vice President, Public Safety and Security	254-710-4619	<a href="http://www.baylor.edu/dps/index.php?id=866871">www.baylor.edu/dps/index.php?id=866871</a>
	Director of Technical Security, Department of Public Safety	254-710-6617	<a href="http://www.baylor.edu/dps/index.php?id=866871">www.baylor.edu/dps/index.php?id=866871</a>

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## Responsibilities

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Associate Vice President, Public Safety and Security	The staff member who manages and leads the BUDPS
Director of Technical Security, Department of Public Safety	The staff member who manages and leads BUDPS technical security

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## Principles

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### Academic, Administrative, and Student Services Related Building Access:

- Academic, administrative, and other instructional related buildings should be accessible to all University constituents during regularly scheduled academic instruction days and University scheduled workdays.
- Building exterior doors shall be unlocked starting at 7:30 a.m. to allow access to the building. At 5:30 p.m. all exterior doors shall be locked. The number of unsecured exterior perimeter doors shall be kept to a minimum. Main entry doors shall be utilized as the primary entry point to buildings.
- Door administrators shall consult with the Director of Technical Security regarding the development of schedules for facilities and academic buildings that require afterhours unsecured door access. Exterior door schedules, through coordination

with the Director of Technical Security, will accommodate after-hours and weekend academic class schedules, as well as retail service locations.

- Academic, administrative, and instructional-related building doors may allow access to secured perimeter exterior doors through the use of an authorized Baylor University ID card.
- After-hours access may be granted by utilizing an authorized Baylor University ID card.
- Department administrators may determine the hours and access granted to individuals utilizing card access. Departments may consider the circumstances and instructional benefits for allowing access to individuals and students after hours.
- Residential halls shall be secured 24 hours per day. Card access should be granted at the primary front entrance of each residence hall and the main interior entrances to the residence hall living areas.

## **PROHIBITED ACTIVITIES**

Prohibited activities include, but are not limited to:

- Propping open of any doors equipped with card access controls, automatically locking doors, normally locked doors, doors with local exit alarms, and any building exterior perimeter door;
- Disabling automatic door closers, locking door hardware, or exit devices;
- Disabling any security or access device, including local exit alarms;
- Obstructing stairways, building exits, hallways, and doorways;
- Locking emergency exit doors in the path of free egress travel;
- Unauthorized installation of locks, security equipment, or any other security devices;
- Unauthorized accumulation or duplication of keys or Baylor University ID cards;
- Unauthorized entry into mechanical, electrical, maintenance, or ITS closets;
- Sharing of Baylor University ID cards or keys. Using a Baylor University ID card or key that is not your own or allowing others to use your Baylor University ID card or key;
- Purposefully allowing others to follow you into a secured space without requiring them to use their Baylor University ID card (tailgating);
- Sharing of Baylor University ID PIN codes. Using a PIN code that is not your own or allowing others to use your PIN code;
- Leaving exterior windows open and/or unsecured when room is unattended.