

Memorandum from Policy Facilitation Team

To: VP Andrew Lawson

Subject: Policy for final Presidential approval

From: Policy Facilitation Team

Date: July 7, 2023

Policy: Policy for the Security of and Access to University Facilities

The PFT has completed campus vetting for the new Policy for the Security of and Access to University Facilities and recommends it for Presidential review and approval. Please confirm your support for the approval of this revised policy by signing below.

JH
JH



Andrew Lawson, Interim Provost

07/07/2023

Date



California State University Monterey Bay

100 Campus Center Seaside, CA 93955-8001

Policy for the Security of and Access to University Facilities

1.00 Purpose

This policy is pursuant to the California State University's policy addressing the implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act").¹ It addresses security of and access to University facilities, including campus residences, and security considerations used in the maintenance of University facilities. This policy complements the campus' Facilities and Grounds Use Policy.

2.00 Scope

This policy applies to all persons and entities accessing and using University facilities, buildings, grounds, and auxiliaries including students, faculty, staff, guests, and the public.

3.00 Definitions

Access Code: Used to open electronic locks via a physical reader. Access codes can be a numerical pin typed on a key-pad or imprinted on a University-issued access card (i.e., Otter ID) or fob where the user swipes or taps an electronic device.

Administrative Officer: Persons (e.g., academic deans, directors, department chairs, principal investigators, and individuals reporting to the President or a Vice President) authorized to approve and submit service requests for departments, grant-funded programs, or administrative offices. Administrative officers within each department will determine the level of access to be issued to an employee.

Control System: The documentation, tracking, and accountability of building access methods and processes. This includes Keys and standalone access programs; maintenance of records related to issuance, regulation, and return; security of structures and individual areas in connection to accessibility and the verification of authority to issue, grant and/or receive access to University buildings, facilities and any security and externally applied locking devices.

¹ <https://calstate.policystat.com/policy/9938606/latest>

Key: Physical devices used to gain entry to rooms and areas through locks and include traditional cut-metal keys, electronic access Otter IDs, and fobs.

Posted: Made publicly available through publication, announcement, or marketing/advertisement, including on the University's website or use of a physical sign on the main entrance to a campus facility or otherwise located at a University department's workspace.

University Facilities: Buildings and grounds leased/owned/controlled by CSUMB and/or its auxiliaries. For the purposes of this policy, facilities may be further defined as:

- Core Campus Facilities: Located within the footprint of the CSUMB Campus located at 100 Campus Center, Seaside, CA, including Main and East Campus buildings and grounds.
- Separate Campus Facilities: Buildings and grounds that meet the 'separate campus' definition in the CSU Systemwide Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") policy that is not shared with or leased from another college or university who has primary responsibility for security and access management. A primary example of a separate campus includes but may not be limited to CSUMB at North Salinas.
- Noncampus Facilities: Owned or leased buildings and grounds that are not within the same reasonably contiguous geographic area of the Core Campus or a separate campus, and CSUMB or its auxiliary is designated as the party responsible for managing the facility's access and security. Primary examples of Noncampus Facilities include but are not limited to CSUMB at Salinas City Center and CSUMB at Ryan Ranch.

4.00 Building Access and Security

Normal office hours are Monday - Friday, 8:00 am until 5:00 pm but are incumbent upon the offices, departments and services within. University Facilities with public access are open to the public during Posted operating hours.

Requests for restricted access areas to Core Campus Facilities beyond those deemed appropriate by the University should be made by the college dean or department manager to the Facilities Management Department (FMD). University Facilities with restricted access or public access during non-operating hours shall be Posted to prohibit acts of trespass.

The exterior doors on most University Facilities are locked/unlocked electronically with the use of an employee Otter ID. An electronic log (date/time) of anyone who gained access using an Otter ID or fob shall be kept in an Information Technology database and by the FMD Lock Shop.

Generally, Keys are administered by FMD. Auxiliary organizations and their departments (e.g., Otter Student Union, Student Housing and Residential Life, Child Care Center, dining, etc.) across all University Facilities, including management companies over Schoonover Park, shall operate and

maintain a separate Key and Access Code Control System. These separate systems may include the use of outside vendors and providing Keys and Access Codes to UPD and FMD for safety and security purposes.

The University Police Department (UPD) may provide special building access to authorized persons with proper identification. Authorized persons needing assistance with access during business hours should contact the appropriate Administrative Officer or department manager. Authorized persons having difficulty gaining access to an area after business hours or needing assistance securing a building or room should contact UPD. UPD will not provide after-hours access unless access authorization and identification of the requesting party can be verified.

4.10 Authorized Key and Access Code Holders

Authorized Key and Access Code holders shall:

- Keep Keys and Access Codes private and in their custody at all times.
- Never transfer or allow use of Keys or Access Codes unless authorized to do so by the responsible Administrative Officer.
- Report lost or stolen Keys and Access Codes immediately to the appropriate Administrative Officer, UPD, and FMD or University Corporation.
- Provide a copy of the local law enforcement agency's police report number if Keys or Access Codes were stolen off campus.
- Return Keys and Access Codes, as instructed, to FMD or University Corporation on the day of transfer to another department or separation from the University.

5.00 Security-Related Maintenance of Campus Facilities

CSUMB employs both safety and security video systems and intrusion alarm systems at crucial areas throughout its Core and Separate Campus and Ryan Ranch to strengthen its security capabilities. For added security, UPD is responsible for patrolling Core Campus Facilities to monitor conditions and respond to emergencies. When necessary, UPD may make security-related maintenance recommendations that may include but are not limited to:

- Trimming ground cover, bushes, and trees to provide a greater visibility.
- Repairing and replacing inoperative or vandalized lighting fixtures, windows, doors locks and security hardware.

University Facilities are inspected on a regular basis to ensure that repairs (e.g., broken windows and locks, failing video and intrusion alarm systems, and failing card readers) are made in an expeditious manner. Under the direction of UPD, Facilities Management Department,² Environmental Health, Safety, and Risk Management, or SHRL, the Core Campus community, except for East Campus

² A sub-department within FMD

residents, and the public can make reports of safety and security issues (e.g., poor lighting and propped doors) by calling, submitting a work order, or completing an online form via the FMD webpage or by calling the FMD Service Desk at 831-582-3700. East Campus residents may report such issues under the direction of the property's management company. Employees may submit reports of safety and security issues at Separate Campus and Noncampus Facilities under the direction of the University Corporation Facilities Manager.

6.00 Student Housing Access, Security, and Maintenance

Student Housing and Residential Life (SHRL) staff, University police, and UPD Community Service Officers patrol student housing facilities cooperatively as part of their regular duty functions and may note deficiencies, report concerns, and respond to calls for service (e.g., criminal activity, security concerns, other emergencies).

Students living on Main Campus are granted access to their residence hall using their Otter ID card. The card is not universal and will not permit entry into all residence halls on campus. Providing access to buildings, or rooms within buildings, to those other than residents, staff, or invited guests by any means including but not limited to failing to lock or secure doors, propping entrance doors, lending of a room Key, or allowing a person entrance into a building and leaving them unattended is not permitted for any student residential building. Students whose licenses have been revoked are not allowed access to any residential building.

All students living in student housing are required to notify the SHRL department³ and, if assigned, the East Campus management company⁴ within 24-hours of a lost or missing Key. The student is responsible for any fees that accompany a re-key of the room/apartment, and/or replacement of a temporary Otter ID card.

SHRL staff, including Resident Advisors and Student Assistants, shall be granted Key access to all residential buildings within the community they are assigned to, for assisting and supporting safety and security measures as needed.

All persons residing in CSUMB student residential buildings are required to follow SHRL's Community Standards.

7.00 Enforcement

Persons who use or attempt to use, possess, or duplicate CSUMB Keys or Access Codes are in violation of the California Penal Code § 469. Unauthorized use, possession, provision, or duplication

³ Located in the Student Center (Building 12)

⁴ Located at 603 Thomas Court in Schoonover Park

of student housing facility access Keys is prohibited, including having duplicate Keys made for individuals who are not listed on the License Agreement.

8.00 Interdepartmental Procedures

Campus departments, including auxiliary organizations, may develop written procedures involving how they operate and maintain a separate Key and Access Code Control System including designating responsible departments/positions, Key issue and return, Access Code issue, Key replacement, and rekeying. Those procedures shall not supersede but shall supplement this University policy.

9.00 University Facilities Leased to Third Parties

FMD shall have primary responsibility for operating and maintaining Key and Access Code Control Systems and performing security-related maintenance for Core Campus Facilities leased by an outside party (e.g., Davey Tree Service). However, the University may hold the leaseholder responsible for maintaining a separate Key and Access Code Control System and maintenance of the system and other safety matters for the leased facilities.

10.00 Continuous Renewal

This policy shall be reviewed five years from its effective date to determine its effectiveness and appropriateness; this policy may be reviewed before that time as necessary.



President Vanya Quiñones

Effective Date: 07/10/2023

Reviewed by: CSUMB Clery Compliance Team, University Police Department, Facilities Management Department, University Corporation, Environmental Health, Safety and Risk Management

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