

The background is a dark blue gradient with faint, light blue technical diagrams, including gears, circuit boards, and circular patterns. Several 3D polyhedrons in shades of blue and cyan are scattered across the scene, some appearing to float or rotate.

Electronic Access Control Policy

Presented by Thomas Sonoff, Director of College Safety

▶ **What is Access Control**

The ability to regulate or restrict building access via a centralized electronic control system

▶ **Electronic Access Control System**

All electronic systems used by the College to control, manage and administer access to CCC facilities, rooms and enclosures. Systems include all hardware, firmware, software and campus infrastructure used for electronic access control purposes.

▶ **Authorized Approver**

The Dean of each department, the Vice President of Instruction and Student Services or Vice-President of College Services will coordinate with College Safety to manage Access Control issues. Authorized Approvers have the authority to allow special electronic access requests when they are made by faculty or staff.



Electronic Access Control Policy

This is very similar to the current Key Policy



Responsible Officer: College Safety
Responsible Office: 1-11/01/2019
DRAFT VERSION

ELECTRONIC ACCESS CONTROL POLICY

I. Policy Statement

Clackamas Community College (CCC) is committed to the safety and security of all of the campus community. The college demonstrates this commitment by securing its facilities and physical spaces while striving to maintain a welcoming and hospitable campus environment allowing as much freedom of access as possible to the general public.

II. Reason for Policy/Purpose

This policy accomplishes the following college objectives, it

- Establishes access hours and security procedures for campus buildings;
- Helps ensure the safety of CCC faculty, staff, students and visitors;
- Helps prevent crime;
- Helps protect CCC infrastructure, property and other assets; and,
- Establishes authorities and procedures for access control during normal campus operations, after-hour access and special events.

III. Applicability

This policy applies to all CCC locations, organizations, and departments at CCC facilities and those working on behalf, or at the behest of CCC. It is used, owned or controlled facilities, rooms, and enclosures.

IV. Definitions

Access Control: The ability to regulate or restrict building access via a control system.

Electronic Access Control System: All electronic systems used by CCC to manage and administer access to CCC facilities, rooms and enclosures.

hardware, firmware, software and campus infrastructure used for electronic access control purposes.

Electronic Access Devices: Access cards and other electronic access devices that allow or control entry into CCC facilities, rooms and enclosures, etc.

Authorized Approver: The Dean of each department, the Vice President of Instruction and Student Services or Vice-President of College Services will coordinate with College Safety to manage Access Control issues. Authorized Approvers have the authority to allow special electronic access requests when they are made by faculty or staff.

Information Technology Services (ITS): All ITS hardware, firmware, software and network infrastructure required to operate campus access control system.

Master Access: This level enables access to every building and specific high security areas.

College Identification Card: The authorized college identification (ID) card used to electronically access campus facilities.

V. Policy

1. Authority

1.1 **Ownership of Access Devices and Codes:** All access control devices issued under this policy are the property of CCC.

1.2 **Administration of Electronic Access Control Systems:** College Safety is responsible for administration and oversight of card access and security for all CCC facilities. **Campus Services is responsible for issuing and managing keys used to access CCC facilities.** College Safety may delegate some or all of their responsibility to other campus departments to accommodate specific access needs or unique situations that warrant such delegation. All delegations by College Safety shall be in written form describing the specific nature of the delegated authority. College Safety will review all electronic access control delegation decisions for crime prevention and regulatory purposes.

1.3 **Installation and Modification of Electronic Access Control Doors, Cameras, Sensors, and Locking Devices:** Approved contractors (overseen by Campus Services, College Safety or ITS) are responsible for all installations or modifications of electronic access control doors, cameras, sensors, and electronic locking devices. Campus Services, along with College Safety and ITS, will develop standards, processes and procedures to ensure the consistency of electronic access control decisions made during planning, implementation, and modification of any electronic access controlled facility. These processes and

procedures will address legal and regulatory requirements, crime prevention, security, safety, accountability, and adherence to appropriate campus standards while maintaining an efficient flow of traffic.

1.4 **Information Technology Services:** Information Technology Services is responsible for management and oversight of all ITS infrastructure related to electronic access control.

1.5 **Record Keeping:** College Safety is responsible for establishing and maintaining a record keeping system and operating documents required under this policy.

1.6 **Authorized Approver:** Authorized Approvers are the Deans of the relevant programs and departments, the Vice President of Instruction and Student Services or the Vice President of College Services. Faculty and staff requesting electronic card access must do so through their departments' Authorized Approver. Authorized Approvers are limited to assigned areas of responsibility. A list of Authorized Approvers will be maintained by College Safety office and updated annually.

2. Building Access


2.1 **Academic and Administrative Buildings:** With some exceptions, academic and administrative buildings are open 6:30 am to 10 pm, Monday through Friday. Weekend and holiday hours may vary dependent on building usage. After-hours electronic card access to academic and administrative buildings is limited to approved faculty, staff, and contractors with proper electronic access cards.

1. Access Card Distribution

3.1 **Faculty and Staff:** Faculty and staff needing after-hours access to locked academic, administrative and/or other buildings may be given such access through a request to their Authorized Approver. The Authorized Approver will determine the legitimacy of the need and coordinate with College Safety to enable electronic access.

3.2 **Non-CCC Individuals:** College Safety may authorize and manage the issuance of electronic access cards to non-CCC individuals in collaboration with Authorized Approvers. All access cards will be collected by Authorized Approvers upon completion of need. Authorized Approvers will notify College Safety office when access cards have been lost or not returned.

Access Control Request Forms

 **Clackamas Community College** | 19600 Molalla Avenue | Oregon City, OR | 97045-7998
503-594-6000 | www.clackamas.edu
Education That Works

Access Control Request

INFORMATION

Date Requested: <i>Click here for dates</i>	CCC ID Number:	Contact Number:
First Name:	Last Name:	Job Title:
Position Type: <i>Click here to select a position</i>	If contractor, Company name:	

REASON FOR CAMPUS MASTER ELECTRONIC ACCESS

Click here to enter text.

ACCESS DECISION

Approved Approved with modifications Denied

Details: *Click here to enter text.*

SIGNATURES


Signature & Date: <i>Click here to enter a date.</i> x _____	Authorized Approver Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> x _____	College Safety Full Name Printed with Title

SANCTIONS FOR NON-COMPLIANCE

Access cards are the property of CCC and may not be retained past the date authorizing their use. In the event of a lost or unreturned access device, the individual, the individual's department or organization may be liable for costs related to restoring security to the area.

All signatures must be obtained prior to submitting this form

Email completed form to: jalley.snell@clackamas.edu • Contact: 503-594-3090

 **Clackamas Community College** | 19600 Molalla Avenue | Oregon City, OR | 97045-7998
503-594-6000 | www.clackamas.edu
Education That Works

Master Electronic Access Control Request

INFORMATION

Date Requested: <i>Click here for dates</i>	CCC ID Number:	Contact Number:
First Name:	Last Name:	Job Title:
Position Type: <i>Click here to select a position</i>	If contractor, Company name:	

REASON FOR CAMPUS MASTER ELECTRONIC ACCESS

Click here to enter text.

ACCESS DECISION

Approved Approved with modifications Denied

Details: *Click here to enter text.*

SIGNATURES

Signature & Date: <i>Click here to enter a date.</i> _____ _____ _____	Authorized Approver Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> _____ _____ _____	Vice President Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> _____ _____ _____	College Safety Full Name Printed with Title

CONSEQUENCES FOR NON-COMPLIANCE

Access cards are the property of CCC and may not be retained past the date authorizing their use. In the event of a lost or unreturned access device, the individual, the individual's department or organization may be liable for costs related to restoring security to the area.

All signatures must be obtained prior to submitting this form

Email completed form to: jalley.snell@clackamas.edu • Contact: 503-594-3090