



Security of Facilities

1. PURPOSE

This policy establishes the physical security and access standards for Northern Pennsylvania Regional College (“NPRC” or the “College”) to ensure the protection of individuals, property, and sensitive information.

2. SCOPE AND APPLICABILITY

This policy applies to all employees, students, visitors, and NPRC Facilities and Facility Properties.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 INDX-1310-02: Document Naming Key
- 3.4 NPRC-2105: Resignation and Termination of Employment
- 3.5 NPRC-2120: Corrective Action
- 3.6 NPRC-3235: Behavioral Code of Conduct
- 3.7 FORM-5415-01: Key/Fob Issue and Return
- 3.8 FORM-5415-02: Meeting Spaces Reservation Form

4. DEFINITIONS

- 4.1 Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.2 A Student is any individual enrolled in any courses(s) of instruction offered by NPRC.
- 4.3 Visitors will include those persons that are not employees of the College but visit College Facilities, as defined above, for purposes of conducting business related to the College, including, without limitation, contractors, self-employed persons, delivery persons, prospective students, and any other persons visiting a College facility.
- 4.4 A Contractor is anyone who has a contract with the College or one of its entities.

4.5 Facility/ies and Facility Property/ies refer to any NPRC Administrative Center(s), NPRC Education and Training Center(s), Instructional Locations, Instructional Sites, or any other physical space utilized by NPRC which may or may not be primarily owned or controlled by the College at which any College activity, educational or otherwise, occurs.

5. POLICY

5.1 NPRC facilities will be secured by key operated door locks, keypad entry, key fob, or electronic key card. Any individual with mode of entry will be required to complete FORM-5415-01: Key/Fob Issue and Return.

5.2 Facility access will be granted to:

- 5.2.1 Employees whose job responsibilities require access;
- 5.2.2 Students for the purpose of attending class, such access may be limited to scheduled class times;
 - 5.2.2.1 For scheduled class times, students will have access to the main entrance and their classrooms thirty (30) minutes prior to the start of class; and
 - 5.2.2.2 Students utilizing The Warren Administrative Center during non-scheduled class times will be provided access following a scheduling arrangement with staff and the completion of a facility log-in form;
- 5.2.3 Visitors on a case-by-case basis.
 - 5.2.3.1 Contractors will be granted facility access based on contract terms.
 - 5.2.3.2 Visitors attending reserved meeting spaces or College events will be granted facility access for the scheduled time of the event.

5.3 The issuance of access to any individual must be requested by submitting a Helpdesk Ticket.

- 5.3.1 Requests for Student access for classes will be initiated by the Office of the Registrar;
- 5.3.2 Requests for new staff access will be initiated by the Human Resources Department;
- 5.3.3 Requests for contractor access will be initiated by the Information Technology, Safety, and Facilities Department;
- 5.3.4 Requests for Visitors attending a reserved meeting space or College event will be initiated by the submission of FORM-5415-02: Meeting Spaces Reservation Form; and
- 5.3.5 Requests will be addressed within 48 hours of submission.

- 5.4 Third-party conference room reservations must be made via the Meeting Space page on the College website using FORM-5415-02: Meeting Spaces Reservation Form.
- 5.5 Access to Facilities not owned or controlled by NPRC will be negotiated, as needed, with the NPRC partner that operates the Facility. Such Facilities include, but are not limited to, Instructional Locations, Instructional Sites, and Workforce Development Locations.
- 5.6 Termination of Facility access will occur for:
 - 5.6.1 Employees per NPRC-2105: Resignation and Termination of Employment or whose responsibilities no longer require access;
 - 5.6.2 Students who are not currently enrolled in an active course; and
 - 5.6.3 Visitors who are no longer conducting their designated business needs.
- 5.7 Allowing unauthorized facility access or sharing of keys, fobs, and key cards is prohibited and may result in disciplinary action per NPRC-2120: Corrective Action or NPRC-3235: Behavioral Code of Conduct.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Members of the College Community are responsible for adhering to this policy and any related procedure(s).
- 6.2 The Director of Information Technology, Safety, and Facilities or Designee is responsible for granting and removing Facility access.
- 6.3 The Vice President of Finance and Operations is responsible for the administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

Revision Notes: Policy in Origination