

VCU POLICE DEPARTMENT OFFICE OF ACCESS CONTROL



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BUILDING MANAGER INFORMATION

Access control is a crime prevention method whereby occupants of a building are directed to only use specified entrances and exits at any given time. Access Control Systems can electronically lock and unlock a building through a computer instead of using a person with a key. It turns magnetic locking devices on or off, monitors alarm points and notifies the police when there is an unauthorized access or door standing open. The Building Manager or Coordinator (Authority) plays a critical role in the success of an Access Control System by determining when their building will be secured and who can gain access after hours. When a building is locked, occupants who have been authorized can enter a building using a card key versus a mechanical key. A computer record is generated each time a card is swiped through a reader, an alarm is activated, or some other action is taken in the system.

Building Authorities are the liaisons between the building occupants and the VCU Police Office of Access Control. Building Authorities determine how the Integrated Access Control System (IACS) will be operated according to their unique needs. They shall specifically define and restrict access hours and groups. The Office of Access Control will work with them on determining how to program the database to operate for their building. *This is done in three ways.*

A. *DETERMINE SCHEDULES*

1. When is the building going to be unlocked for business?
2. What doors should be unlocked at this time?
3. Are there any doors that should be locked 24 hours a day?
4. Consider fire exit doors, interior doors versus exterior doors.
5. Card reader door schedules
6. Provide a written list of all schedules, including building name, door numbers, days of the week, weekends and don't forget to provide a **holiday schedule**.
7. This list should include the authorizing person's name, department name and phone numbers and signature. This person should be a Vice President, Dean building coordinator, or designee.

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B. *DETERMINE CARD AUTHORIZATION RECORDS*

1. WHO is allowed in the building after regular working hours when the doors are locked?
2. Consider special populations, i.e. only faculty is allowed in some doors, housekeeping at certain times and Physical Plant workers during special jobs.
3. Obtain this information from authorized persons:
 - a) FULL NAME,
 - b) SOCIAL SECURITY NUMBER,
 - c) VCU CARD NUMBER.

Note: A list will not be accepted for data entry without ALL Three of these elements of information.

4. Document this information along with which building.

C. *AUTHORIZATION DOCUMENTS*

1. Provide a letter from the Vice President, Dean or Chairperson of your department authorizing a designee in the building to authorize card access lists, scheduling and any changes.
2. Provide a list of AFTER HOURS Contact Information on who should be called if a major incident should occur after hours. This list should be of home telephone numbers.

The following guidelines are taken from the VCU Police Access Control Policy.

Electronic Access Control Guidelines

Access Authorization

- The individual user will obtain a One Card from the VCU One Card offices located in the libraries on the academic and medical campuses. Pertinent information will be automatically downloaded into the access control host computer at the VCU Police Department.

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- To activate or upgrade a user's access to a particular building and door, the card user must do the following:
 - ⇒ Request access from the immediate supervisor for all areas needed. If the supervisor grants approval, the Access Request Form must be completed. (See "Individual Access Request Form Guidelines"). The form shall be forwarded to the next level as outlined below:
 - * **Academic Campus**: the appropriate administrator (Dean, Department Chair, Program Director, Building Manager, etc.) must authorize Electronic card access for a specific facility or space. This authority must be conveyed to VCU Police Access Control Division with name and VCU One Card Number.
 - * **MCV Campus academic buildings**: the appropriate administrator (Chairman or Director, Dean or Building Coordinator, etc.) must authorize electronic card access for a specific facility or space. This authority must be conveyed with the name, Social Security Number and One Card Number to the Office of the Vice President of Health Sciences (VPHS). When the request has been approved, VPHS will forward it to the Campus Police for activation. ** If your request does NOT include any MCV Campus academic facility or animal facility, you may submit the request directly to the Campus Police Department after being signed by the appropriate building coordinator..
 - * **VCU Health Systems Facilities**: VCU Health Systems security must authorize all electronic card access to hospital facilities (including Stony Point). This authority must be conveyed to the VCU Health System's MCV Hospital Security Division at 828-6595. It must include the name, SSN and One Card Number of the cardholder, the door(s) needing access through and area(s) of access.
 - * **Animal Facilities**: the Department of Animal Resources must authorize electronic card access.

Individual Access Request Form Guidelines

- To request that building access be activated for a student or employee's One Card, complete the top portion of the Access Control Request Form.
- Be sure to indicate which building and which doors the individual should be allowed to access.
- Upon receiving access approval, the cardholder shall be authorized access to established card reader doors at the approved times. Cardholders shall check with

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the Building Authority to determine what access they are assigned. The Building Authority with the VCU Police Access Control Division shall determine the access level to which individuals are assigned.

Deactivation of Card Access

- To request that the building access for an individual's card be deactivated, complete the top portion of the Access Control Request form, with the appropriate Dean's signature in the DEACTIVATION ONLY section. These must be submitted in a timely manner.

Lost Cards / Replacement Cards

- After a replacement card is issued, complete the top portion of the Access Control Request form with the new card information and re-submit the request to the Police Department. You are NOT required to send the request through VPHS if you are requesting activation of a replacement card for an individual who was previously given access.

Schedule Change Request

- This section of the form is used by Building Authority to request changes in the locking schedule of doors and buildings.
- Schedule changes for MCV Campus academic facilities shall be submitted to VPHS for approval before they are forwarded to the Police Department.
- Schedule changes for other buildings may be submitted directly to the Police Department as long as the appropriate Dean's signature is included on the form.

Submission

- Approved request forms shall be submitted directly to the VCU Police Department Access Control Division, Box 842024, or fax to 828-1199.
 - ⇒ Vice President for Health Sciences- Box 980549, fax 828-8003. E-Mail is accepted.
 - ⇒ VCU Health System's MCV Hospital Security- AD Williams B-503, Box 980320 fax 828-4299.
 - ⇒ Department of Animal Resources- Sanger Hall B1-052, Box 980630, fax 828-2705.

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Activation Status

- The VCU Police Department, Office of Access Control, requires 48 hours notice prior to making changes. It is highly recommended that requests for activation for weekend or holiday access be submitted as early as possible. To check on the status of a request, contact Access Control Division at 828-9373, or email swkelley@hsc.vcu.edu
 - ⇒ This authorization and entry process may take a few days. If authorization was approved, and the card is not permitting access, check the lights of the reader to help determine the reason for denial. If the reader is flashing yellow, your card is not being read. This means you need to contact the VCU One Card office. If the card reader is flashing red, check with your supervisor to verify that your authorization was approved.
- When Card holders need to gain additional time or card reader access, the following shall be done:
 - ⇒ Notify the Building Authority to determine need;
 - ⇒ If granted, fill out the Individual Access Request Form;
 - ⇒ The appropriate administration will review and forward completed forms to:

VCU Police
Access Control Division
PO Box 842024
FAX: 828-1199