Policy: Access Control

Policy Statement

The College of Coastal Georgia ('Coastal Georgia') provides students, faculty, staff, and other authorized individuals access to facilities and other buildings. This policy applies to any person granted access to any College property and to all keys, cards, and other devices that control access to Coastal Georgia property.

Reason for Policy

Maintain the security of and access to campus facilities, including on-campus residences. The policy governs how key cards are issued and tracked and how access is granted to cardholders.

Entities Affected by This Policy

All students, faculty, staff, and approved contractors at all Coastal Georgia buildings and locations, including the Camden Center.

Who Should Read This Policy

All College staff, faculty, students, and approved contractors.

Contacts

Contact	Phone	E-Mail
Chief of Police	912.279.5819	bsipe@ccga.edu
Director of Card Office	912.279.4506	acox@ccga.edu

Website Address for This Policy

- Clery Compliance
- Administrative Policies & Procedures (posted on HR Intranet web page)

Related Documents/Resources

- Clery Compliance Policy

Definitions

Access Control - Control of entry and/or exit to an area by any means (mechanical or electronic).

Access Control Key - Any device used to gain entry and/or exit to a controlled system with a mechanical key, card key, or fob.

Access Department - Public Safety maintains access requests/permissions and manages the campus card swipe system.

Auxiliary Enterprises - Business units such as housing, dining, and parking that have responsibility for funding the operation and maintenance of assigned facilities.

College Facilities - All buildings owned, rented, leased by, or under the control of Coastal Georgia, including residence halls, leased housing, and student activity buildings; all structures owned, rented, leased by, or under the control of the institution; and temporary contractor/subcontractor facilities and structures located on Coastal Georgia property.

Electronic Access Control - Access control using electronic or electromechanical devices to replace or supplement mechanical key access. Electronic access is administered through a computerized card access control system operated by the Departments of Public Safety and Office of Residence Life and Housing and maintained by Public Safety and Technology Services.

Policy and Procedure

Coastal Georgia has two main types of access systems: mechanical keys and locks and electronic access. Electronic access is a campus-wide card access system consisting of an access control database and server, access control hardware installed in individual buildings, and individual users' Coastal Georgia Identification (ID) Cards.

The electronic access control system is centrally administered by Technology Services. Electronic access is provided by a person obtaining an ID card and that card being granted specific access rights.

General Facility Access

Academic & Administrative Buildings

- During the week, academic buildings on the Brunswick campus and Camden Center are open between 7:00 a.m. to 5:30 p.m., administrative offices are open between 8:00 a.m. and 5:00 p.m., and auxiliary services are open as necessary.
- The doors of all exterior buildings of the College lock by 9:00 p.m., except for the library, which closes at 10:00 p.m., Monday through Thursday. It is important to limit the number of perimeter doors on the outside. Main entry doors should be used to enter buildings.

- An authorized College ID card may grant access to academic and administrative building doors.
- An authorized College ID card can be used to gain access after-hours.
- Plant Operations manages faculty and staff keys to academic/administrative offices.
- Department administrators may determine access to the building and building hours. Individuals and students may be allowed access after hours, depending on the circumstances.
- Exterior building doors not controlled by an electronic access control system must be unlocked and locked daily by the department occupying the building.
- Public researchers are welcome to use the Brunswick campus and Camden Center libraries before closing. They should check the hours on the library's website, as closing times vary.

Residence Halls

- College residence halls, including College Place Apartments, are always locked and accessible only by access card or key. Any office or authorized individual requiring an exception to the above (e.g., service, construction, move-in, move-out) must get approval from the Director of Housing and Residence Life before the activity. 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.

Access Protocols for Vendors & Other Users

Vendor Access

Coastal Georgia vendors and contractors who require access to its property should contact the appropriate department, usually issuing them a contract. Charges resulting from lost vendor keys are the responsibility of the issuing department.

Camp and Conference Participants

The Director of Residence Life and Housing authorizes and manages the issuance of access cards and keys for camp and conference participants. Access cards will be given unique numbers and once enabled for each camp by the Residence Hall Director, will be issued directly to participants by residence hall staff. Access cards and keys will only be valid for the duration of the camp or conference. Residence hall staff will notify the Residence Hall Director if access cards are lost. All access cards and keys will be collected upon the completion of the camp or conference.

Electronic Access

The campus-wide card access system consists of a database, server, and card readers installed in individual buildings and Coastal Georgia ID cards. The Office of Card Services centrally administers the electronic access control system, with system rights granted to Residence Life and Housing for facilities under their purview.

Departments may be granted administrator rights in the electronic access control system when the department's supervisor approves. A department's administrator rights will be limited to those buildings it is responsible for in the electronic access system.

Unless approved, electronic access installations will utilize the College's access control system. The electronic system is operated by the Office of Card Services and jointly maintained by the Office of Card Services and Technology Services. Access control hardware is repaired or added to a door or building through the Office of Card Services.

Mechanical Keys

Authorized signatories may request building keys for personnel to use in controlled areas. Facilities & Plant Operations will issue a key to the person responsible for its custody and use when approved by an Authorized Signatory. Typically, master keys are only distributed to individuals with access to whole buildings or departments. Facilities and Plant Operations should be notified immediately of any missing keys. Residence Life and Housing will issue keys for Residence Life and Housing buildings to the employee who controls the key. A key management system should record the custody of all keys.

Return of Keys

When keys are broken or no longer needed, the key holder must return the key(s) to Plant Operations, which will document the return in the key management system and issue a receipt to the key holder. Residence Life and Housing is authorized to administer residence hall key management in accordance with its internal policy.

Destruction of Keys

Plant Operations is responsible for ensuring keys are destroyed in a way that prevents duplication.

Responsibilities of Key Holders

The keys to all Coastal Georgia facilities remain the property of the institution. The individuals possessing college keys are entitled to use those keys to access their work areas.

Key holders are responsible for always safeguarding and returning keys to Facilities and Plant Operations when no longer needed. Most faculty and staff will have keys only for those buildings(s) and personal spaces (e.g., offices) where they work. Employees who receive additional keys are not allowed to remove them from campus.

Key holders are also responsible for immediately reporting lost or stolen keys to Facilities and Plant Operations, as applicable. The authorized signatory shall investigate the loss and take appropriate action. Housing & Residence Life is authorized to manage keys following its internal policy.

Prohibited Access

Prohibited activities include, but are not limited to:

- Propping open 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 College ID cards;
- Unauthorized entry into mechanical, electrical, maintenance, or IT closets;
- Sharing of College ID cards or keys;
- Purposefully allowing others to follow you into a secured space without requiring them to use their Coastal Georgia ID card (tailgating); sharing College ID codes;
- Use a PIN code that is not your own or allow others to use your PIN code;
- Leaving exterior windows open and/or unsecured when the room is unattended.

Responsibilities

The following section identifies key individuals and departments with the authority and responsibility to perform the various duties outlined in this policy.

Party	Responsibility
Chief of Police	The staff member who manages and leads the Department of Public Safety.
Director of Card Office	The staff member who oversees operational efficiency and adherence to regulatory compliance for Card Disputes and Operations teams.
Dean of Library Services	The staff member who manages and leads Library Services.
Director of Plant Operations	The staff member who manages the campus key inventory.

Forms
None

Appendices
None