Card Access Policy

Purpose

The purpose of this policy is to provide the highest degree of security possible for our students, faculty, staff and guests to safeguard the property of the University and the personal property of those who work and study at Point Park University, as well as allow much freedom as possible to the campus community.

Responsibility

The primary responsibility and final approval for the security of campus buildings, the maintenance of the Card Access System and the issuance of cards will rest with the Asst. Vice President of Public Safety/Chief of Police.

It is the responsibility of all members of the Point Park University community to do their best to ensure the safety and security of others. In order to achieve this goal, it is necessary to assign responsibility for the Point Park ID cards to the users - faculty, staff, students and others who are issued cards; please note that is imperative for the efficient and effective operation of the Access Control System that - All faculty, staff, and students must obtain a Point Park ID.

The following are responsibilities for all card holders:

- Never loan cards from one person to another
- Never prop open doors
- Never admit unauthorized person(s) into buildings
- Never should you be in possession of an unauthorized Point Park ID
- You must return a Point Park ID when requested by Campus Police
- You must show a Point Park ID when requested by Point Park University personnel acting in official capacity for the institution.
- You must only enter areas that you are authorized.

Persons committing any of the aforementioned infractions may be subject to revocation of card access privileges.

Access Request Procedure

All of requests for access to any card access resource at Point Park University are only honored when approved by a Department Head, their designee, or the designated authority for a given area. Requests for access should be submitted by the department head, their designee, or a designated authority to dbutler@pointpark.edu. Requests not submitted by a department head, their designee or a designated authority will be delayed while pending approval.
Levels of Access

**Commuting Students** - This gives them access the 3rd Ave entrance to Academic Hall 24 hours a day and Lawrence Hall during the Dining Hall/Point Café hours of operation. They are also able to scan in at the Student Center front desk.

**Faculty** - This gives them access to Academic and Lawrence Hall entrances. They also are permitted to scan into the Center for Teaching Excellence during normal business hours. Access to the Fitness Center is also added during the summer months.

**Staff** - This gives them access to Academic and Lawrence Hall entrances. Access to the Fitness Center is also added during the summer months.

**Resident Students** – This gives them access to their assigned residence hall and all other residence hall entrances. They are also able to scan in at the Student Center front desk.

**Departmental Specific** - Access levels that are department specific (i.e. School of Business or School of Communication) are also added to employee cards. Each request will be reviewed by the Card Access Group with the respect to security, urgency and purpose. Complete, un-conflicted requests will be processed by the end of the next business day. Where needed, requests for more information will be issued by the end of the next business day. The request may not be completed until the conflict is resolved.

**Business Hours and General Use**

The buildings and facilities of Point Park University are available for general use by Point Park University employees and by students for educational purposes. During normal business hours, the buildings are open for classes, meetings and other activities as required.

**After Hours and Holidays**

After business hours and holidays as building are locked, Point Park employees and students will utilize their ID cards with previously approved access to appropriate buildings.

**Temporary ID’s**

**SPECIAL EVENTS, CAMPS, CONTRACTORS, VENDORS**

Under certain circumstances, University access may be granted to outside vendors, contractors, camps and special events. The Access Request Procedure must be followed (as defined on page 1 under Access Request Procedure). These ID Cards will be issued on a temporary basis from the ID Center or from the Campus Police Department. All ID Cards must be returned back to Campus Police when the event, job or contract has been completed. Future planning includes standardized filing requests forms electronically.

*REMEMBER - ID cards are not transferable from one assigned individual to another.*
All lost or stolen cards must be reported immediately to the ID Center at (412)392-8066.

Lost, stolen ID's

An individual losing their Point Park University Student ID Card must notify the ID Center in person or by calling 412-392-8066 immediately of a lost or stolen Point Park University ID Card. Inform the ID Center that your ID is lost or stolen, so the appropriate action can be taken in deactivating your ID Card.

Replacement of a lost or stolen Point Park University ID Card will require you to pay a replacement fee. The lost Point Park University ID charge is $25 per card. If the lost ID is later found, it must be returned to the ID Center. All previously issued cards will be permanently invalid and will not be re-activated. If found, an official University ID can be dropped in any mailbox; postage is guaranteed.

Broken/Worn out ID Cards

Point Park University ID Cards that are broken or worn out must be returned to ID Center located in Thayer Hall 1st floor. A $25 charge may be assigned for a broken or worn out Student ID card.

Standalone Locks

Access requests for standalone locks which are not electronically controlled by the network will require a work order submitted to the Facilities Department by the requesting authority.

Lock Changes and Upgrades

Any request for equipment modification and/or upgrading will be forwarded to ID Center for review by Campus Police. Campus Police will assess the request based upon need, security, safety and costs.

Vandalism or Damage to Locks

Cost to repair any damage caused to card access devices will be the responsibility of the individual causing the damage. Costs will be determined by current repair costs of equipment and for labor.

Reporting a Problem

Physical problems with card access resources should be reported to the ID Center. When reporting any problem please provide the following information:

- Name and ID number of the cardholder reporting the problem
- Specific location of the problem (e.g. Lawrence Hall second floor)
- Nature of the problem (e.g. buzzer goes off, door won't close all the way)
- Time and date the problem was noticed