

# RESIDENTIAL & STUDENT SERVICE PROGRAMS



## ADMINISTRATIVE POLICY FOR GRANTING ACCESS TO OFFICE FACILITY AND SPACES

## **RSSP ADMINISTRATIVE POLICY FOR GRANTING ACCESS TO OFFICE FACILITY AND SPACES**

---

- I. PURPOSE**
- II. POLICY STATEMENT**
- III. GRANTING OF ACCESS TO RSSB FACILITY AND INTERNAL AREAS**
- IV. OPTION FOR ACCESS CONTROL**
- V. TERMINATION OF ACCESS**

### **I. PURPOSE:**

The purpose of this document is to describe Residential and Student Services Program's (RSSP) policy regarding access to its facility and space.

### **II. POLICY STATEMENT:**

It is the policy of RSSP that access to this facility and space, referred to as the Residential Student Services Building (RSSB), is limited to authorized persons for authorized purposes and all customers doing business with this department, to include: vendors, contractors, staff, campus personnel, students, etc. Access is approved by the Associate Vice Chancellor (AVC) or his designee.

### **III. GRANTING OF ACCESS TO RSSB FACILITY AND INTERNAL AREAS**

The granting of access to the RSSP facility is at the discretion of the Associate Vice Chancellor. This responsibility may be delegated to other persons within the department. Responsibility for determining access to various areas within the facility is designated to Cabinet-level staff.

This responsibility includes ensuring that the following criteria are met in relation to access control:

- An accurate record of access granted to each employee or other related party will be maintained.
- Access to the facility will be reviewed and documented on a periodic basis.

Additionally, it is the responsibility of the Supervisor/Manager to whom an employee reports to ensure that there is a procedure in place to notify the Building Coordinator when that employee/student or other associated party no longer has a relationship with RSSP or with the University.

All requests for access authorization after hours and requests for access to areas requiring proximity card entry must be coordinated through the Manager/Supervisor and Cabinet-level Director. Attachment 1, *Access Control Authorization (ACAF) Form* must be submitted to the Building Coordinator who has the approved system accesses to update the proximity card record in the access control system. The form must include justification for required accesses, i.e., new hire, change in work assignments including hours, etc.

- To request facility access for individuals, complete the ACAF form. Completion of the form may be handwritten.
- Be sure to complete the form indicating all access categories and areas the individual requires as a necessary part of their job.
- Upon receiving access approval, the cardholder shall be authorized to use the identified card readers/doors during the approved timeframes.
- The following is a list of approved access codes for the RSSB facility and an abbreviated list that identifies categories of staff access...

<b>Access Categories</b>	<b>Codes</b>	<b>Hours</b>	<b>Staff Access</b>
RSSB-Any time	<i>RSSB-ANY</i>	<i>24/7/365 access</i>	<i>All Career Staff Occupants</i>
RSSB-After Hours	<i>RSSB-AFT</i>	<i>7:30am – 2:00am, M-Su</i>	<i>OSD &amp; IT Student Staff</i>
RSSB-Open Hours	<i>RSSB-OPN</i>	<i>7:45am-5:10pm, M-F</i>	<i>Student/Limited</i>
RSSB-Stairs/Elevators	<i>RSSB-STR</i>	<i>24/7/365</i>	<i>Student/Limited</i>
CASHIERS	<i>CASHIERS</i>	<i>24/7/365</i>	<i>Cashier Staff, BC</i>
IT Equipment Room	<i>IT-EQUIP</i>	<i>24/7/365</i>	<i>IT Staff</i>
IT Server Room	<i>IT-SERVR</i>	<i>24/7/365</i>	<i>IT Staff</i>
Dining Services-Any Time	<i>DS-ANY</i>	<i>24/7/365</i>	<i>DS Staff</i>
Dining Services-Limited	<i>DS-LMT</i>	<i>5:15am-2:45am, M-Su</i>	<i>DS Staff</i>
Dining Services-ADA	<i>DS-ADA</i>		<i>DS Staff</i>
FREIGHT ELEVATOR	<i>FREIGHT</i>	<i>24/7/365</i>	<i>Limited Staff Access (including some Student Staff)</i>

- Individuals are not required to process a new ACAF form for lost or replacement cards. Immediately notify the Building Coordinator upon receipt of new or replacement cards and they will be activated based on previously approved access authorizations.
- Individuals requiring changes or additional accesses to those already authorized must submit a new approved ACAF form. The appropriate Supervisor/Manager must forward the completed forms to the Building Coordinator with Cabinet-level approval.

#### **IV. OPTIONS FOR ACCESS CONTROL**

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. The access system that we have in place in the RSSB electronically locks and unlocks the 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 UCPD when there is an unauthorized access or door standing open. The Building Coordinator plays a critical role in the success of the access system by determining when RSSB will be secured and who can gain access after hours. When RSSB is locked, occupants who have been authorized can enter the building using their proximity card versus a mechanical or metal key. A computer record is generated each time the proximity card is presented at a reader, an alarm is activated, or some other action is taken in the system.

The Building Coordinator is the liaison between the building occupants and UCPD Office of Access Control. The Building Coordinator, in consultation with the Cabinet will specifically define and restrict access hours and groups.

- During business hours (8:00 AM to 5:00 PM, Monday through Friday), the front door and the passenger elevators will remain unlocked and accessible for client and staff use. Staff are to enter and exit the building through the front door only (Channing Way side). Entrance by way of the Freight Elevator, located at the Crossroads loading dock, is limited. After business hours, including weekends, entry to the building via the front door is by proximity card only.

- Career staff have card access to the building during business hours, nights, and weekends. Student, limited, or contract staff access is determined by work schedules.
- Front and rear stairwells are accessible by proximity card during and after business hours. Staff can use the stairwells to travel between the 2nd and 4th floors. Exiting the building at the ground level door is during **emergency evacuation only**. Non-emergency exiting will activate an alarm.
- Access cards for short-term access shall be issued for a specified time period and must be returned to the issuing office as specified.

The Building Coordinator, is the primary contact for access and security issues.

## **V. TERMINATION OF ACCESS**

It is the responsibility of each Manager/Supervisor to notify the Building Coordinator when staff/personnel have been terminated or no longer have a need or otherwise do business with RSSP or the University. Furthermore, those having approved access to the facility, who lose or have proximity cards stolen from them, are responsible for notifying the Building Coordinator immediately. In these instances, all access associated with the individual or card will be terminated immediately upon notification.

**RESIDENTIAL AND STUDENT SERVICE PROGRAMS  
Access Control Authorization Form**

FOR OFFICE USE ONLY	
<b>Cardkey #:</b> _____ Replacement Cost \$15.00	<b>Duplicate Cardkey #:</b> _____

Name: _____ Empl ID #/Reg ID/CID: _____	
Department: _____	
<input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Graduate <input type="radio"/> Undergrad <input type="radio"/> Other _____	
Campus/Work Address: _____	Campus/Work Phone: _____
Buildings(s): _____	Expiration Date: (if applicable) _____

<b>ACCESSES:</b> <i>(Check below the Clearance Category requested)</i>		
Access Categories	Codes	Hours
<input type="checkbox"/> RSSB-Any time	RSSB-ANY	24/7/365 access
<input type="checkbox"/> RSSB-After Hours	RSSB-AFT	7:30am – 2:00am, M-Su
<input type="checkbox"/> RSSB-Open Hours	RSSB-OPN	7:45am-5:10pm, M-F
<input type="checkbox"/> RSSB-Stairs/Elevators	RSSB-STR	24/7/365
<input type="checkbox"/> CASHIERS	CASHIERS	24/7/365
<input type="checkbox"/> IT Equipment Room	IT-EQUIP	24/7/365
<input type="checkbox"/> IT Server Room	IT-SERVR	24/7/365
<input type="checkbox"/> Dining Services-Any Time	DS-ANY	24/7/365
<input type="checkbox"/> Dining Services-Limited	DS-LMT	5:15am-2:45am, M-Su
<input type="checkbox"/> Dining Services-ADA	DS-ADA	
<input type="checkbox"/> FREIGHT ELEVATOR	FREIGHT	24/7/365

**JUSTIFICATION**

<b>Supervisor's (Printed Name)</b>	<b>Supervisor's Signature:</b>	<b>Date:</b>
------------------------------------	--------------------------------	--------------

**AGREEMENT**

I understand and agree that the electronic key issued upon approval of this request is the property of the Regents of the University of California and

- a) that the key will be returned upon request or at the time of separation from UC employment
- b) that I will report its loss or theft to the Department Access Key Controller or Police Department as soon as such loss or theft is noted, and
- c) that the key is issued for my exclusive use and may not be loaned or used to allow any unauthorized person into a controlled area.

I further understand and agree that my full cooperation will be expected during any investigation concerning a security matter which might have occurred in a controlled facility during a time when my presence in the facility has been recorded by the system.

Abuse of the electronic key privilege and/or non-compliance with this agreement is a violation of California Penal Code 469, and may result in revocation of electronic key and/or disciplinary or criminal action.

<b>Signature:</b> (Individual in receipt of key)	<b>Date:</b>
--	--------------

<b>ACCESS APPROVAL</b> (Cabinet-Level Approval required)	
<b>Signature:</b> (Individual Approving Access)	<b>Date:</b>