

University Policies

Policy Name: Building Access	Effective Date: July 1, 2011
Custodian of Policy: Associate Vice President for Student Affairs and Enrollment Management	Last Review: Unknown
	Next Review: September, 2018

Policy

After a building is locked, employees must possess a University identification card (ID) if present in the facility. Others using the facility must possess and present a valid building pass and picture identification card when requested. Employees with a current MavCard and students with a valid pass and current MavCard remaining within the buildings have the right to request to see another's valid ID and or pass. Individuals remaining within University buildings after they are secured, do so at their own risk.

This policy applies to academic and administrative buildings. Information for residence halls and the Centennial Student Union are available from the Office of Residential Life and the General Office of the Centennial Student Union.

Procedures

1. Any student (including graduate assistants) required/permitted to remain in a locked building, or an interior room designated to be locked at all times when not in use, must have a University picture ID (Mavcard) and a valid building pass identifying the specific spaces by room number for which access is authorized.
2. Departmental office personnel may obtain a supply of building passes from University Security. It is the responsibility of departmental personnel to secure blank passes, ensure they are issued to authorized individuals only and maintain records of passes which are issued. Common mistakes that may invalidate a building pass are:
 - a. More than one name on an individual building pass
 - b. Different color ink
 - c. Completed in pencil instead of ink
 - d. Any rooms/areas listed after the verbiage "and no other"
 - e. Different handwriting
3. Security of interior classrooms, labs, offices, etc. is the responsibility of departmental personnel to whom the room is assigned. Departmental personnel shall be responsible for securing any room designated to be locked at all times when not in use as they exit the room. Students provided with building passes to occupy a room to be locked at all times when not in use shall be responsible for securing the room as they exit or risk their building pass privileges being revoked.
4. University Security officers routinely patrol academic and administrative buildings. If an authorized individual notices something suspicious or if they require assistance, call University Security at 507-389-2111.

5. Students under the direct supervision of a faculty or staff member do not need a building pass to remain after the building is locked or in a room designated to be locked at all times when not in use. "Direct supervision" is defined as physically being in the same space as the faculty or staff members. The supervising faculty or staff member must have a University employee ID card in their possession.
6. Individuals who do not possess a University employee ID or University student ID accompanied by a valid building pass will be escorted from the building. University Security will confiscate any Minnesota State Mankato keys in the possession of persons found not in compliance with this policy. Confiscated keys may be picked up the following business day after verification from the authorizing department that all confiscated keys were properly provided to the individual in accordance with the University key policy. University Security will request assistance from the Mankato Department of Public Safety in cases of person(s) refusing to provide identification and/or refusing to leave the premises.
7. No door shall be blocked open in any building once the doors are locked.
8. When it becomes necessary to enter an alarmed area the following procedure shall be followed:
 - a. Notify University Security at 389-2111 that you are entering an alarmed area (giving exact location) along with your name.
 - b. Contact University Security after you have secured and left the area.

If notification of unauthorized entry into an alarmed area is received, an officer will be dispatched to respond to the location. A charge back fee will be assessed to the appropriate department responsible in the event of repeated false alarms in excess of three per semester/space which requires a response.

Rationale

All employees are important contributors to the security of individuals working after hours in University buildings as well as in the protection of equipment and materials housed within University buildings. This policy is established to provide enhanced security and protection for all concerned while allowing for convenient access to the buildings.

