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**Electronic Access Control System Policy**

**Overview**

Dalton State has installed electronic access controls in most of the on campus buildings, and a few other points of entry. Additional controls will be installed in new construction and in existing buildings during renovation as funds are available and the need exists.

Employees requiring access to these buildings after regular business hours must use their ID card for access. Public Safety will have the ability to access the building and areas with keys. Residents will be required to use their ID cards to access the various areas of the Residence Life Building, and will use their cards to enter into the building when there is not an RA on duty at the front desk.

 **Buildings/Areas Currently With Access Control**

* Westcott Building-
	+ Exterior Doors
	+ Server Room
	+ Fiscal Affairs
	+ Enrollment Services
* Peeples Hall-
	+ Exterior Doors
	+ Receiving area
	+ Biology Lab
	+ Biology Storage
	+ Downstairs Computer Lab
	+ Chemical Storage
* Residence Life Building-
	+ Exterior Doors
	+ Hallway doors
	+ Suite doors (Access Managed by Residence Life)
* Brown Hall-
	+ Exterior Doors
	+ Downstairs Kitchen
* Health Professions-
	+ Exterior Doors
	+ Public Safety Suite
* Liberal Arts-
	+ Exterior Doors
* Memorial Hall-
	+ Exterior Doors
	+ Server Room
* Library-
	+ Exterior Doors
	+ Bandy Heritage Center
* Gym-
	+ Exterior Doors
* Sequoya-
	+ Exterior Doors (Lower Level Quad Entrance, Upper Level Parking Entrance)
* Student Center-
	+ Exterior Doors
	+ Café
	+ Bookstore
	+ Campus Services
	+ Dean of Students Suite

**Implementation/Management**

Campus Services is responsible for the installation and maintenance of all electronic access controls on campus with the exception of Residence Life suite access. Campus Services also issues the Dalton State identification cards- the identification card is the means of accessing buildings and areas. The Public Safety Department is responsible for managing individual access and reporting issues to Campus Services.

 **Criteria**

All Access Control at Dalton State, including those being installed in new construction, major renovation or specifically added to an existing structure, shall conform to the following criteria:

**Mechanical Locks**

Mechanical locking (keyed systems) shall conform to Dalton State’s standard which is the BEST System.  Door hardware, latches and other systems shall be compatible with these keyways. Mechanical locks are managed by Plant Operations.
  **Electronic Access**

Computer based Card Access Systems shall conform to the standard selected for campus wide control, currently the Blackboard Access Control System.  Access features will include standardized control panels and devices that will connect to the central computer, via the College’s network system backbone, from each building on campus.  These devices include compatible door hardware, intrusion detection, and other monitoring equipment and sensors.  When applicable, additional levels of access control can be applied through use of compatible biometric devices, keypad pin devices, or other equipment as necessary.

**ID Cards/Requesting Access**

Dalton State identification cards are available from Campus Services located in the lower level of the Student Center. Identification cards are available to all employees and students of Dalton State. Contractors or others may also request access.

All requests for building access on campus should be routed to the Department of Public Safety for processing via the following procedure:

* Fill out the Access Control Form. The form is available on the Dalton State Public Safety Website.  This form will be used for authorizing access to individuals, i.e., students, faculty and staff. Make sure to fill out the form legibly and completely.
	+ Choose from the list of building the specific access requested
	+ Submit form to the appropriate department head/supervisor for approval.
	+ After approved the form will be directed to the DSC Public Safety Department.
	+ Public Safety will evaluate the request
	+ Request will be activated within three business days if approved
* Access Control changes will only be made during normal working hours.
* Access requests will be granted within three business day of receipt of the signed Access Control Request Form.
* Residence Life manages interior Residence Life suite doors.

**Maintenance**

Electronic access control related systems and device issues will be directed to Campus Services located in the Student Center.  Campus Services will schedule the appropriate personnel to remedy the issue.

After normal business hours, requests for repair may be reported to the Public Safety Department who will notify Campus Services.

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| **Categories**  | **What it does**  |
|   24/7  |       Allows access 24 hours a day everyday  |
|   |   |
|   Normal Business Hours   |         Allows access Monday through Friday 8:00 AM to 5:00 PM    |

**Basic Lock Functionality**

**Opening the Lock**-

Approved card holders can gain access by swiping or tapping their card in the slot at the side of the lock. A green light will come on after inserting the card properly and the door will unlock for 3 seconds. After 3 seconds the door will lock again automatically. The lock will display a red light if access is denied.

**Responsibility**

It is illegal to duplicate, knowingly misuse, or be in unauthorized possession of a Dalton State identification card.

Employees and students are responsible for the safe use of their identification cards when used to access one of the campus buildings or areas. Each entry is recorded and may be reviewed in the event of an incident in one of the buildings or areas accessed.

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