

CAMPUS SECURITY AND ACCESS

PURPOSE

To establish a policy for security and authorized access to the offices and buildings on any Edison State Community College campus and to provide safe and secure premises for its campus community. To establish a policy to identify persons whose presence on any Edison State Community College Campus may be detrimental to the College community and to provide a mechanism for limiting the person's access to any campus and any other facilities owned or operated by the College and any official off campus events of the College.

POLICY STATEMENT

Authority to Control

The President of the College is authorized to regulate the use of grounds, buildings, equipment, and facilities of the College and the conduct of the students, staff, faculty, and visitors to the campus so that law and order are maintained and the College may pursue its educational objectives in an orderly manner pursuant to the policies and regulations passed by the board, and the laws of the state of Ohio. This authority may be delegated to the Director of Public Safety.

Key Control

The College has established key control procedures that restrict access to Edison State's buildings and offices. Those procedures are designed to permit access for authorized personnel while maintaining appropriate security of the buildings, offices and their respective contents.

Employees and students must carry College identification cards and make them available upon request. College-issued keys must not be copied.

Access Control

Access to secured portions of the campus are restricted at all times. All exterior doors are locked outside of published building hours. Exterior doors equipped with key-card access and public safety video surveillance system allow personnel and students to access the building at all times. Exterior doors may be locked and key card access may be restricted during published building hours in times of lockdown.

Public Access to Campus

Access to Campus by members of the general public may be restricted by building. Information relating to a building's operating hours can be found on the College's website. DPS staff reserve the right to request identification at any time.

College employees must have the permission of their immediate supervisor to have non-business related visitors in any restricted access building for any period in excess of thirty minutes.

Smoking, Food, Beverages in Building

- Procedures may be established to regulate and control the use of tobacco, food, and beverages in the building.
- Alcohol is prohibited unless authorized by the President, or purchased for resale by a College auxiliary enterprise with a liquor permit.

Persons not permitted on Campus

A visitor who has been deemed to be Persona Non Grata will no longer be permitted to be on Campus. A process shall be established to include, at a minimum:

- Notification to the visitor of the intent to implement persona non grata status
- An invitation to respond within a specified time frame to have a meeting with a College official charged with determining persona non grata status.
- A specification of the alleged unacceptable behavior.
- If no meeting is arranged in the specified time period the College official may assume the validity of all evidence against the visitor and issue a permanent persona-non-grata status.
- If the official finds, by a preponderance of the evidence presented at the meeting, that the alleged behavior occurred and that such behavior is detrimental to the College community, a finding may be made to place the visitor on permanent persona-non-grata status.
- The visitor may appeal a finding, in writing, to the President.

PERSONS AFFECTED

All Edison State Community College employees, students, and visitors.