

Title:	Access Control Policy
Effective Date:	02/01/2023
Date of Last Revision:	02/14/2023
Review Date:	02/14/2023
Cancellation:	
Responsible Office:	Facilities & Security Management

Access Control Policy

Policy

The Department of Facilities and Security Management, under the oversight of the Division of Administration and Finance, is responsible for the implementation of procedures designed to control access, properly secure, and regulate the distribution of keys or electronic access devices to all College owned or occupied facilities. These procedures are intended to maintain the safety and security of SLCC employees while allowing reasonable access to those buildings. All SLCC employees will receive training and be provided with access to this policy to ensure awareness of its terms and conditions.

This policy applies to any individual, including students, faculty, staff, visitors, contractors, and external partners who are accessing, requiring access, being issued, or issuing keys/electronic access devices (e.g., access cards, fobs.) to SLCC facilities.

Exclusions

- All emergency response personnel requiring access to college facilities are exempt from the access control requirements of this policy.
- Keys to vehicles, cabinets, lockers, display cases, and desks are not covered under this policy.

Attachments

SLCC Access Control Guidelines

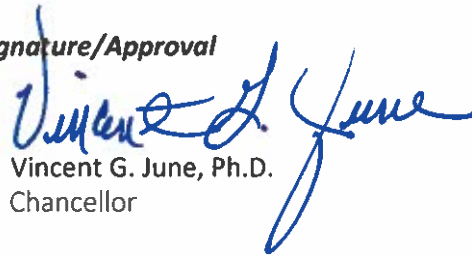
SLCC Key/Electronic Access Device Distribution Procedures & Guidelines

Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
<i>Responsible Office</i>	Initial: 01/17/2023 Rev 1: 02/07/2023		
<i>Committee for Institutional Policy Review</i>	Initial: 01/17/2023 Rev 1: 02/14/2023	Rev 1: 02/14/2023	
<i>Executive Leadership Team</i>	Rev 1: 02/16/2023	Rev 1: 02/16/2023	02/01/2023

Chancellor's Signature/Approval

SIGNATURE:


Vincent G. June, Ph.D.
Chancellor

DATE:

2/14/23

Final Distribution:

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review