
FACILITIES ACCESS POLICY

Category: Safety and Security
Responsible Office: University Police Department

Date Established: 04/15/1996
Date Last Revised: 4/28/2015
Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy describes the conditions for access to SUNY Buffalo State facilities, consistent with requirements for safety and security.

POLICY

Policy Statement

The use of SUNY Buffalo State facilities for legitimate college purposes is to be encouraged and facilitated to the maximum extent, consistent with requirements for safety and maintenance. For reasons of security, a policy mildly restricting access to facilities is mandated, as follows:

Opening of Buildings

The University Police Department (UPD) will open all buildings -- other than dormitories, Campbell Student Union, E.H. Butler Library, the Sports Arena, Clinton Center, Houston Gymnasium, Wiegel Health Center and the Great Lakes Center -- by 7:00 a.m. Monday through Friday. UPD will open any facility which requires opening on Saturday or Sunday upon authorized request from the Events Management Office.

Closing of Buildings

UPD shall close all academic buildings at:

- 10:00 p.m. Monday through Friday
- 2:00 p.m. on Saturday

Academic buildings are closed Sundays and holidays.

UPD shall close all administrative buildings at 6:00 p.m. Monday through Friday. Administrative buildings are closed Saturdays, Sundays and holidays.

After-Hours Use of Buildings by Students

In the interests of personal safety primarily -- but also for the protection of property -- the access to academic facilities during closed hours must be controlled. The need to use laboratories, studios, computer terminals, and other facilities is recognized and will therefore be allowed with the written authorization of the involved faculty person and the departmental chairperson.

Facilities Access Policy

Students may be admitted to or remain in a locked building if they possess authorization and an access control card. Students with authorization must be issued an electronic access device for the building and/or keys for any interior rooms. University Police will not admit students with a valid building authorization to interior rooms unless there are unusual circumstances present and the officer exercises his or her discretion to do so.

After-Hours Use of Buildings by Faculty and Staff

For personal safety all faculty and staff desiring to use facilities during closed hours are requested to call the UPD to report their presence in the building and indicate the expected time of departure. UPD will attempt to look in on all after-hours users as conditions allow.

Providing Identification

All persons using facilities during closed hours will be required to provide identification to UPD personnel upon request. Failure to do so will result in expulsion from the building and may result in further appropriate action. Student violators may be referred to Judicial Affairs.

Background

It must be recognized that persons working alone in closed buildings after normal working hours are exposed to an increased potential for personal harm through sickness, accident, or criminal activity. Also, the loss and damage to equipment experienced in many facilities is a drain on monies which might otherwise be expended on constructive, productive endeavors.

Applicability

This policy applies to all members of the SUNY Buffalo State campus community.

Responsibility

University Police Department

The University Police Department (UPD) will provide access to SUNY Buffalo State facilities according to the terms of this policy.

Events Management Office

The Events Management Office will notify UPD of facilities that require opening on Saturdays or Sundays.

CONTACT INFORMATION

University Police Department
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Buffalo, NY 14222

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Facilities Access Policy

REVISION HISTORY

Date of change: 04/28/2015

Brief description of edit: Adapted to standard template. Assigned to University Police Department.
Updated to reflect the use of electronic devices to access campus buildings.

APPROVAL

Approved prior to 2016