

Access Control Policy for College Facilities

Physical and electronic security is essential in providing security, access, and protection to Monroe County Community College students, personnel, equipment, buildings, and resources. Access to College buildings is a privilege, not a right, and implies user responsibilities and accountability.

The purpose of this policy is to regulate access to Monroe County Community College property and ensure that any employee and persons or organizations with contractual agreements with the College are aware of their respective responsibilities when assigned ID Access Cards and/or keys. This policy will help provide a safe and secure campus environment through the diligent control of electronic access devices and keys.

This policy and its supplemental procedures establish standards for the issuance of and accountability for methods of access to Monroe County Community College buildings including keys, ID Access Cards, and their temporary or electronic counterparts, as well as the regulation of building and guest access to areas on campus.

This policy and its supplemental procedures apply to all College buildings.

Supplemental Procedures*

Procedure 6.23 (a) – Building Access Control Procedures

Procedure 6.23 (b) – Procedures for Student Access to College Buildings During Non-Scheduled Hours

*Supplemental procedures are updated as needed and are not considered part of policy.