



**Policy Title: Access Control to University  
Grounds and Facilities**

**Policy Number:**

**Date Issued: October 22, 2018**

**Responsible Executive: Associate Vice President  
for the Department of Public Safety**

**Date Last Revised: July 5, 2024**

**Responsible Office: Department of Public Safety**

## **Access Control to University Grounds and Facilities Policy**

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### **Policy Statement**

Baylor University (the “University”) provides access to its grounds and facilities to students, faculty, staff, and other authorized individuals. Control over such access to University grounds and facilities is vital to creating a safe and secure learning environment that fosters academic excellence.

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### **Reason for the Policy**

To outline access procedures to enhance campus safety and security, thereby fostering opportunities for student learning and community engagement.

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### **Individuals/Entities Affected by this Policy**

This policy applies to all employees of the University, students, guests invited to University grounds and facilities, affiliates, contractors, and any other individual present on University property.

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### **Exclusions**

NONE

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### **Related Documents and Forms**

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#### **University Policies and Documents**

[Technology Usage Policy](#)

[Baylor Civil Rights Policy](#)

[Policy Statement on Alcohol and Other Drugs](#)

[Admission to Campus Events and Certain University Facilities](#)

[Staff Separation Policy](#)

[Campus Facilities Use and Campus Solicitation Policy](#)

[Traffic, Transportation and Parking Policy](#)

1. Access Control to University Grounds and Facilities Policy

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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>Authorized Representative</b>	An authorized representative is any member of the Board of Regents, executive or administrative officers of Baylor University, public safety officers, and secondary delegates as determined by Baylor University policies.
<b>Baylor University Properties</b>	Buildings, grounds, and other structures that are owned by Baylor University or controlled by Baylor University via leases or other formal contractual arrangements.
<b>BU ID Card</b>	A valid Baylor University identification card issued to the individual who seeks to gain access to Baylor University Properties.
<b>BUDPS</b>	Baylor University's Department of Public Safety, which includes the Police, Emergency Management & Fire Safety, Parking and Transportation, Technical Security and Global Safety and Security departments.
<b>Building Access Control Systems ("BACS")</b>	A combination of systems used by Baylor University's Information Technology Systems Department and the BUDPS to electronically and physically control access to or provide additional safety measures to Baylor University Property. Examples include, but are not limited to, staff communication systems, University identification card and fingerprint access systems, panic/duress buttons, video security, intrusion protection systems, property protection alarms, manual locking systems, and physical security coordination.
<b>Restricted Access Hours</b>	A specified time period during which all exterior access points on a facility or structure are locked, with general access authorized only through a BACS-equipped entrance for individuals authorized to enter.

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## Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Policy Questions</b>	Associate Vice President, Department of Public Safety	254-710-4619	<a href="https://dps.web.baylor.edu">https://dps.web.baylor.edu</a>
	Director of Physical & Technical Security, Department of Public Safety	254-710-6617	<a href="https://dps.web.baylor.edu">https://dps.web.baylor.edu</a>
	Associate Director of Physical & Technical Security, Department of Public Safety	254-710-6694	<a href="https://dps.web.baylor.edu">https://dps.web.baylor.edu</a>

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## Responsibilities

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<b>Associate Vice President, Department of Public Safety</b>	Manages and leads the Baylor University Department of Public Safety (BUDPS)
<b>Director of Physical &amp; Technical Security, Department of Public Safety</b>	Manages and leads BUDPS physical & technical security
<b>Associate Director of Physical &amp; Technical Security, Department of Public Safety</b>	Assists and co-manages BUDPS physical & technical security

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## Principles

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General access to Baylor University Properties is restricted to employees, students, invited guests, affiliates and contractors at all times, except during such times and in or on such property where the general public is expressly invited. Examples of such times and such properties include, but are not limited to: athletic events, museum and library operations, public admission events, student performances, campus visits, and designated alumni events.

Academic, administrative, and other instructional related buildings should be accessible to all University constituents during regularly scheduled academic instruction days and University scheduled workdays.

Individuals, regardless of University affiliation, should be prepared to show a valid identification card upon request by an Authorized Representative of Baylor University. A person affiliated or employed by the University must present a BU ID card. Additionally, ANY 3rd party contractor(s) working on the Baylor University campus that regularly interact with the general Baylor community i.e., students, faculty, staff, and guests, shall outwardly display appropriate company identification which shall include the name of the contractor and the business they represent.

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## Procedures

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### **Academic, Administrative, and Student Services Related Building Access:**

- The opening and closing of these buildings and facilities are established by the Baylor University administration in conjunction with the Office of the Registrar.
- Exterior door schedules, through coordination with the Director and/or the Associate Director of Physical and Technical Security, will accommodate after-hours and weekend academic class schedules, as well as retail service locations.
- Doors to most academic, administrative and student services related buildings shall be automatically locked at a **uniform time during days of regular operation** through the BACS. The **general** Restricted Access Hours shall be from 9:01 p.m. until 6:59 a.m. the next morning. The number of unsecured exterior perimeter doors shall be kept to a minimum. Main entry doors shall be utilized as the primary

entry point to buildings. Any components of the BACS may be utilized to enforce restricted entry.

- Exceptions to the Restricted Access Hours:
  - a. Dining Hall schedules are not determined in alignment with the Restricted Access Hours but instead will follow approved schedules based on needed availability and the University calendar.
  - b. Residential halls shall be secured 24 hours per day. BU ID Card access shall be granted at the primary front entrance of each residence hall and the main interior entrances to the residence hall living areas.
  - c. University holidays, scheduled events, and special occurrences may cause changes to the standard Restricted Access Hours.
- Door Administrators assigned to each building that require flexibility with their door-locking schedules due to late night classes and meetings should continue to work with the Director and Associate Director of Physical & Technical Security to further refine door schedules as needed.
- Individuals who have been approved for card swipe access to academic, administrative and student services related facilities will still be able to access those facilities through secured perimeter exterior doors during the locked hours through the use of a BU ID Card.

### **Non-Academic Facilities, Certain Administrative Facilities, and Other Baylor University Properties**

The Restricted Access Hours of non-academic, certain designated administrative facilities and other Baylor University Properties are determined by Authorized Representatives of the University. If there is more than one department in such a building or facility, consideration will be given to reasonably accommodate all departments. During Restricted Access Hours, entrance to such facilities will be granted solely through BACS, which may require an authorized BU ID card through a primary entrance or accompaniment by an Authorized Representative of the University.

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### **PROHIBITED ACTIVITIES**

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Prohibited activities include, but are not limited to:

- Propping open of any doors equipped with card access controls, automatically locking doors, normally locked doors, doors with local exit alarms, and any building exterior perimeter door;
- Disabling automatic door closers, locking door hardware, or exit devices;
- Disabling any security or access device, including local exit alarms;
- Obstructing stairways, building exits, hallways, and doorways;
- Locking emergency exit doors in the path of free egress travel;
- Unauthorized installation of locks, security equipment, or any other security devices;
- Unauthorized accumulation or duplication of keys or BU ID Cards.
- Unauthorized entry into mechanical, electrical, maintenance, or ITS spaces;
- Sharing of BU ID Cards or keys or the use of another individual's BU ID Card/key, either with or without his/her knowledge.

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- Purposefully allowing others to follow an authorized user into a secured space without requiring them to use their BU ID card (tailgating);
- Sharing of Baylor University ID PIN codes for unauthorized access;
- Leaving exterior windows open and/or unsecured when room is unattended.
- A department or other recognized Baylor group gaining permission to use a Baylor University Property and then permitting the Property to be utilized by any other person, organization or group without authorization.

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#### **PENALTIES FOR VIOLATION OF THIS POLICY**

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Individuals who violate this policy are subject to disciplinary action in accordance with relevant University discipline policies, which may include forfeiture of the privilege of using Baylor University Property for a designated time period.