
	<b>BRANDEIS UNIVERSITY POLICE DEPARTMENT</b>  <b>After Hours Building Access Remote Access/C*Cure</b>	
<b>Policy Number:</b>	<b>PAGE: 1 of 3</b>	
<b>Policy Type:</b>	<b>PUBLIC SAFETY GUIDE</b>	
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<b>Accreditation Standards (6<sup>th</sup> Edition)</b> <ul style="list-style-type: none"> <li>● New</li> <li>● Revised</li> <li>● Amended</li> </ul>		

## I. PURPOSE

This policy aims to provide faculty, staff, and students with convenient and safe after-hours access to university buildings in support of academic and student programs and activities. It also seeks to ensure that university property is safeguarded.

## II. POLICY STATEMENT

The University takes seriously its responsibility to provide students and university employees with safe facilities, and well maintained equipment and materials. Individuals accessing University buildings after-hours also take responsibility for their own safety and shall follow any policies and procedures established for access and usage. Individuals should also follow all site-specific requirements (i.e. for specific labs or work spaces) that have been developed.

Students (both undergraduate and graduate) may not be in a building after hours unless they have been approved or are under the direct supervision of a faculty or staff member who is actively monitoring the student's work or activities.

Students who are allowed access to specialized areas in Brandeis buildings must follow established safety guidelines for those areas. Specialized areas are understood to include science labs (research and teaching), art and theatre production areas, machine shops, studios, practice rooms/rehearsal spaces and other areas where specialized equipment or materials are kept. Department heads are responsible for making sure that faculty, staff and students are aware of the safety guidelines for the specialized areas in their building(s).

All persons requesting access to buildings, including residence halls, must confirm their identity before allowing access. In academic and research facilities, access must have been

preapproved before admittance. Residence halls are designated as “resident” and “guests,” and “guests” will not be permitted to enter via remote access.

### A. Restricted Building Access

There will be times when access is more restricted. The campus community will find this information on the academic calendar and/or through a campus announcement. The definitions of these restrictions are:

- **Closed:** the College is fully closed. No access to the campus buildings by anyone at all except essential employees.
- **Restricted access:** the buildings are only accessible to people with prior authorization. This is the case for most overnights. Prior authorization, for instance, includes graduate students.
- **24/7 access:** staff, faculty, and students

### B. Definitions

- **Resident:** a student currently assigned to a particular residence hall.
- **Guest:** any student or visitor that is not currently residing in a particular residence hall.
- **PII:** Personal Identifiable Information (date of birth) usually found in COPSID

## III. PROCEDURE

### A. Access to Academic Buildings/Spaces

#### 1. Faculty/Staff

- Ask for their full name
- Use COPSID to confirm Faculty/Staff profile
- Confirm building access purpose/regular access
- **If access to an academic area camera:**
  - *Have the employee look directly into the camera*
  - *Request one piece of PII, such as their date of birth*
  - *Using C\*Cure, allow remote access to the academic building/space*
- **If there is no access to an academic area camera:**
  - *Request two pieces of PII, such as their date of birth and home address*
  - *Using C\*Cure, allow remote access to the academic building/space*

#### 2. PhD, Graduate and Undergraduate Students

- Ask for their full name

- Use COPSID to confirm student profile
- Confirm building access e.g. daily access level (regular, 24/7 etc.), access purpose (reason why they need access)
- If access to an academic area camera:
  - *Have the student look directly into the camera*
  - *Request one piece of PII, such as their date of birth*
- If there is no access to an academic area camera:
  - *Request two pieces of PII, such as their date of birth and home address*
- **PhD and Graduate students** may be granted remote access to academic building space using C\*Cure
- **Undergraduate students** are generally not authorized to enter academic buildings/space on campus after business hours or once card reader access is turned off. Dispatchers must screen requests for after hour access and seek entry authorization from a supervisor. Undergraduate students should be met in person for all after-hour entry requests into academic buildings/space.

## **B. Access to a Residence Hall**

### **1. When Public Safety receives a call requesting access to a building in which they are assigned:**

- Ask for their full name
- Use COPSID to locate the student profile
- Confirm, assigned to residence hall
- **If access to residence hall camera:**
  - *Have the student look directly into the camera*
  - *Request one piece of PII, such as their date of birth*
  - *Using C\*Cure, allow remote access to the residence hall*
- **If no access to a residence hall camera:**
  - *Request two pieces of PII, such as their date of birth or home address*
  - *Using C\*Cure, allow remote access to the residence hall*

### **C. When Public Safety receives a call requesting access to a building in which they are NOT assigned:**

- Ask for their name
- Use COPSID to confirm their identity as a Brandeis student/residence
- Inform them, they must call/text the resident of the residence hall to have them open the door for them

Any issue, please inform them; per department policy, we do not open doors for guests of residents including other resident students.