

Meharry Medical College Building Access Policy

Purpose: In order to maintain campus safety and the security of college property, the issuance of identification cards shall be control under the provisions of this policy.

The Meharry Medical College Department of Campus Safety and Security (DCSS) utilizes a College issued identification card to control entry into most operational buildings, most computer and research labs, and some classrooms with computers, media projectors, and high value items and especially-designated work areas. Accesses to some buildings are controlled by identification cards. Identification cards are issued to college students and employees in order to gain entrance to facilities and to carry out the business of the college. Students and employees must wear his or her college issued identification card in clear view whenever conducting business on campus or entering campus buildings. Security officers will document incidents when students and employees do not possess a college issued identification card. Multiple violators will be turned in to immediate supervisors and could face disciplinary action to include denied entry into buildings, dismissal (students) and termination (employees). If Meharry students or employees require an identification card, the affiliates may obtain one from the DCSS upon enrollment or employment. Identification cards must be returned to the Human Resources Department upon termination of status as a student, employee or completion of contract period. Lost, stolen or damaged cards must be report to the DCSS immediately. A fee will be assessed for each proximity card that is lost or not returned. The fee will be \$ 15.00 or the amount deemed sufficient to cover the cost of replacing the card.

If students and staff require access to campus buildings outside the college's normal business hours of 8:00 a.m. to 5:00 p.m. and on Meharry designated holidays, they must request admission from the security department. Once the appropriate signatures have been obtained access to buildings may be granted.

Locations That Require Authorization:

1. George Hubbard Hospital (Old Hospital)
2. Metropolitan Nashville General Hospital
3. The Meharry Clinic (Comprehensive Health)
4. Lloyd C. Elam Mental Health Center
5. Meharry School of Dentistry
6. Harold D. West Basic Sciences Center
7. Stanley S. Kresge Learning Resources Center
8. Hulda Lyttle Hall
9. Office of Information Technology (Computer Center)
10. Dorothy Brown Hall
11. Royal Towers - Student/Faculty Bldg.
- 12A. Meharry Student Housing A

- 12B. Meharry Student Housing B
13. Cal Turner Family Center
14. Henry A. Moses Building
15. Power Plant
16. Anna Cherrie Epps, Ph.D. Center
17. Clay E. Simpson Jr. Building
18. Dialysis Center Inc.
19. Receiving Annex

Building Access

A. Building Access Classification

Access to all campus building areas shall be organized under the following card access clarification system.

1. Hours of duty - Provides access during certain hours of the day.
2. Always have access – Provides access 24 hours per day seven days per week.

B. Meharry Medical College's Card Assignment

Identification cards shall be assigned only to authorized students and employees of the college, who will be held responsible for the security of areas that are accessed with the card as detailed below:

1. All access Cards – Assigned only to persons in the following positions:
 - a. Director of Facilities and Operations
 - b. Security Department
 - c. Others as approved by the President and or his/her Executive Team
2. Unit administrators and division directors only.
3. Access Cards - Assigned to students, permanent faculty and staff who require limited access to a building or department.
4. Special Access Cards (non-printable) – Assigned to visitors, contractors or vendors whose access is authorized for specific periods.

C. Procedures for Issuing and Retrieving Cards

1. Approval/Processing – Cards will be issued to employees after new hire orientation or verification of status has been conducted. Cards will be issued to students during enrollment orientation or verification of status has been conducted. All cards issued by Meharry will remain the property of the college and may be recalled at any time by the Chief of Security or his/her designee – Cards will not be issued to part-time employees or student. However, cards may be issued to a full-time, exempt employee who assumes responsibility for the use of these cards by part-time staff or students.

D. Security Breach

1. Identification/Proximity/Access cards are issued to an individual and should never be lent or given to anyone else to use.
2. The card access system logs via computer each time a card is presented for access. Lending or giving an access card to someone other than the authorized user may result in that access card being disabled and the user's card access privileges revoked.
3. Any willful violation or infraction of any part of this policy shall be considered full and sufficient cause for disciplinary action against the user, which may include loss of card privileges, denied entry into campus buildings, dismissal(students), eviction(campus housing) or employment termination.

E. Employee and Supervisor Responsibilities

1. General Responsibilities – Any card issued by the college remains the property of the college, with the employee to whom the card is issued assuming the responsibility for protection of person and property. Supervisors are responsible for enforcing this regulation and will be expected to take appropriate disciplinary action when an employee under their supervision violates this regulation.
2. Stolen/Lost Cards – Any employee assigned a card that is stolen or lost shall notify his/her immediate supervisor of the loss and submit an explanation of the circumstances of the loss in writing to their supervisor. A copy of the written explanation will be forwarded to the Security Department with the request for a replacement card, if a replacement is needed.
3. Return of Cards – Employees terminating their employment at the college shall return their card to the Human Resources Department by their last working day and shall notify their supervisor that they have done so. The supervisor shall be responsible for follow-up in the event the terminating employee fails to turn in the assigned card. The college may issue a fine or a payroll deduction if cards are not returned when an employee terminates. All cards will be returned to the college upon termination of employment, withdrawal or graduating from school, termination of housing or eviction, termination of assignment or upon the request of the individual's supervisor.
4. Transferring Cards – Cards are not to be passed from a terminating employee to his/her replacement.

E. Records

The Security Department shall maintain accurate records of all issued cards and security levels, while the Human Resources Department shall maintain accurate records of all returned cards.