

## **ELECTRONIC DOOR ACCESS**

**Policy Number:** 313

**Categorized:** [Administrative](#)

**Responsible Office:** Information Technology Support Services, Auxiliary IT

**Subject:** Electronic Door Access

**Related Policies:** Key Management

**Procedures:** [313P](#)

**Additional Information:**

**Effective Date:** 06/09/2020

**Last Reviewed Date:** 06/09/2020

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### **1. Scope**

This policy applies to all Northern Virginia Community College faculty, staff, students, contractors, and all organizations and visitors who are authorized to use the college's facilities. This policy applies to all Northern Virginia Community College facilities and locations that are owned and leased by Northern Virginia Community College.

### **2. Policy**

Electronic Door Access privileges is limited to the specific needs and requirements of the college and the NOVACard holder. Building access privileges must have prior approval by the appropriate administrators based on the access required.

#### Approval Requirements

- a. The supervisor must approve all access requests for their employees if the employee requires access to perform their responsibilities.
- b. The Dean/Director/Assoc. VP must approve the access request after the supervisor if he or she believes the employee requires the requested access.
- c. Director of Campus Operations must approve access requests forwarded by a Dean/Director/Assoc. VP. The AVP for Administration approves requests for CH Building, the administrative offices at Pender Drive, and Pitney Bowes access.
- d. NOVA Police Chief – All requests for 24/7 access, as defined above, must have the final approval of the NOVA Police Chief.

- e. Access control at leased or rented facilities are managed in the same manner as the college owned facilities.
- f. Staff may be given permission by the Dean/Director/Assoc VP and the Director of ITSS to use Mobile ID to access designated buildings and rooms.

#### Building Access

- a. When the college is open, all external doors on campuses will be unlocked from 6am to 11pm. Schedules may vary at different times of the year. Doors at the Brault building and the Fairfax Administrative campus are unlocked from 8:30 am to 5 pm.
- b. Doors with restricted access require the necessary card access privileges for entry. Controlled or restricted doors must not be propped open or otherwise compromised.
- c. Individuals are not to open controlled doors for others who have not been granted access privileges unless there is an emergency. This does not prohibit NOVA Police, or other designated security personnel, from opening doors as part of their official duties.
- d. Classroom doors may be unlocked by designated personnel to allow students inside the room.
- e. Electronic access card readers are added to new doors and existing doors in accord with security priorities depending on use, and location of sensitive equipment or material.
- f. All new construction or renovation of buildings will include access control features that are compatible with existing access control features.

#### Schedule Exceptions (Request for changes due to meetings, etc.)

- a. Routine requests to alter building access hours must be approved by DCO/Provost, Vice President, President, or Chief of Police.

#### Holidays/Early Closing/Late Opening

- a. If the College has a delayed opening, all external doors will be unlocked 60 minutes prior to the official opening time.
- b. If the College closes early, all external doors will be locked 60 minutes after the announced closing time.
- c. If the College is closed, all external doors will remain closed and locked. Only designated personnel are permitted to enter campus buildings.

#### Access Privileges

- a. The concept of least privilege shall be applied to guide access. This means that employees will be given access only to those areas necessary to perform their duties.
- b. Faculty and staff access will be terminated upon separation from the College.
- c. Upon a contractor ending his/her project, HR or the immediate supervisor must notify the Central NOVACard Office no later than the day of project completion so that the card and access can be deactivated.
- d. Students will not be granted access to classrooms, labs, and practice and study rooms that are secured for class use only. Students can be admitted to these facilities by an authorized employee with access.

#### Lost or Stolen NOVACard

- a. A lost or stolen NOVACard will be deactivated.
- b. Replacement of a lost or stolen NOVACard may require payment of a fee.
- c. Upon replacement of a lost or stolen NOVACard, existing electronic access is reactivated.

#### Temporary Access Restrictions

- a. In an emergency, NOVA Police and the Office of Emergency Management and Safety staff are granted authority to limit access to maintain safety and security
- b. If it becomes necessary to remove or temporarily restrict an individual's access, the individual's department or Human Resources shall immediately notify the Central NOVACard Office and the NOVA Police.

#### Emergency Access

- a. In the event of an emergency, only personnel approved by the Police Chief or designee have 24/7 emergency mode capability with ability to lock and unlock all doors.

#### Access Control Policy Violations

- a. Violation of this policy may result in short-term or permanent loss of access privileges. Violators may be subject to disciplinary action in accordance with the appropriate student or employee procedures and may be referred to state and/or federal law enforcement officials, resulting in civil or criminal prosecution. Examples of access policy violations include the following:
  - Loaning an access card to another individual
  - Use of a card by anyone other than the assigned NOVACard holder
  - Altering locks or mechanisms in College spaces (i.e. offices, labs, etc.)
  - Damaging, tampering, or vandalizing any College lock or hardware
  - Propping doors open that are designated to be closed and locked at all times
  - Admitting unauthorized person(s) into the building ("piggybacking")
  - Failure to return the card upon leaving the employment of the College
  - Failure to report a lost or stolen card in a timely manner
  - Failure to turn in a found card

#### Access to Electronic Door Security System Information

- a. All requests for the release or review of electronic door access records shall be coordinated with the NOVACard Office and the Chief of College Police or designee. Public records shall be disclosed or withheld in accordance with the Virginia Freedom of Information Act (FOIA), and in consultation with counsel as appropriate.

### **3. Definitions**

Access: The ability to enter a college space by means of a traditional metal key, NOVACard, or any other electronic means.

24/7 Access: allows users access to all doors 24 hours a day, 7 days a week, with double-swipe & emergency mode capabilities and access to Police Restricted Rooms.

24/7 Access Restricted: allows users access to all doors 24 hours a day, 7 days a week (except Police Restricted Rooms), with double-swipe and emergency mode capability, but without access to Police Restricted Rooms.

Emergency Access Cards: allows non-NVCC emergency personnel to access the building (lock/unlock doors) 24/7 during an emergency.

Emergency Mode Capability: In the event of an emergency, only designated personnel have the ability to lock and unlock all doors.

MobileID: Smartphone App (Apple or Android) to access on-campus rooms (requires permission for use at NVCC).

#### **4. Procedures**

See [313P](#).

#### **5. Authority**