



Access to Campus

Policy Statement

University Faculty, Staff, and Employees have the right to access and use campus facilities during specified times.

Reason for Policy

The policy outlines the best way to get on campus and access facilities.

Who is Governed by this Policy

Faculty, Staff, and Students

Policy

Garden City Campus

All parking fields at the Garden City Campus are routinely patrolled by public safety vehicle patrols, foot and bicycle patrols. Closed-circuit TV cameras are also in use to enhance the safety of the community. All parking fields can be accessed and are open between 5:30 a.m. and 11:00 p.m. At 11:00 p.m. parking field gates are lowered and entry to campus is only permitted through Gate "C" located by Levermore Hall off South Ave. Vehicles may exit through any other gate. Vehicular access to the campus from 11:00 p.m. to 5:30 a.m through Gate "C" is for staff and students who may enter by swiping their Adelphi identification card at the entrance. Visitor vehicles attempting to enter campus during these hours are checked to ascertain their purpose and will be denied access if the occupants cannot establish a legitimate reason for entering the campus. Parking is by permit only.

Each residence hall is staffed by a full-time professional residence hall director and trained graduate and undergraduate resident assistants who work with public safety and other University departments to provide and maintain facilities that are safe and secure. A residence hall staff member is on duty 24 hours a day. Access to residence halls is limited to residents and their guests. Entrances are locked 24 hours a day and residents are required to swipe their Adelphi identification card for

access. Interior areas are patrolled by public safety officers and residential life staff. Closed-circuit television cameras are located in each residence hall lobby and lounge areas along with in-house telephones.

Hall Attendants are on duty (during Fall and Spring semesters) from 6:00 p.m. to 4:00 a.m., seven days a week to check the identification of all people (residents and visitors) entering the residence halls. No one is admitted without a proper photo I.D. (University I.D., or driver's license). Visitors are permitted in the residence halls overnight only with the proper authorization from the Office of Residential Life and Housing.

During periods of extended closings, only those with approved card access will be permitted to enter residence halls.

All campus buildings (with the exception of residence halls) are accessible Monday through Friday from 6:00 a.m. to 11:00 p.m., and Saturdays and Sundays according to class schedules. Exceptions are made for special events. Identification may be requested of anyone utilizing campus facilities.

Hauppauge Center

An Adelphi public safety officer is at the entrance of the building when classes are in session. The facility is covered by CCTV cameras.

Manhattan Center

A contracted security officer is on duty at the entrance of the 2nd floor of the building which the university occupies Monday through Friday 7:00 a.m.–10:00 p.m., Saturday and Sunday 7:00 a.m.–6:00 p.m. but may vary each semester according to class schedules. The facility is covered by CCTV cameras.

Hudson Valley Center

A contracted security officer is at the entrance area the university occupies on the fourth floor from 5:00 p.m. to 11:00 p.m. on various nights and weekends according to class schedules. The facility is covered by CCTV cameras.

Security Considerations, Building Access and Maintenance

Special arrangements can be made through the Department of Public Safety and Transportation (516.877.3511) for access to buildings outside of regular operating hours. Special after-hours access to buildings for employees and students may be obtained by written request to the Assistant Director of Public Safety and Transportation. Students requesting access must have an after-hours access card completed by a faculty member or a University administrator to be permitted access. The card is then kept on file in the Public Safety Command Center for student access verification.

All employees and students are encouraged to report any repairs they feel need the attention of facilities management. A building engineer is on duty 24 hours a day in

case of emergencies. Repairs may be called into the facilities management directly to extension 3970 during business hours or Public Safety at extension 516.877.516.877.3970 all other times. In addition, lighting surveys of exterior spaces are conducted bi-monthly with the results forwarded to facilities for necessary action. Closed circuit television systems, crime prevention programs, and card access control systems are also utilized to assist in preventing and investigating crimes. Any security concerns should be addressed by contacting Public Safety at 516.877.3500.

Policies and Procedures for Safe Access to Residence Halls

Residence hall entrances are locked 24 hours a day. Access is by an individually coded University ID card programmed to access a residence hall front door, which is provided to each resident at the beginning of each semester.

Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Procedures

This policy does not have procedures associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Forms

This policy does not have forms associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Policy Owner

Name: Robert F. Hughes

Title: Executive Director
Office: Levermore Hall, Suite 113
Phone Number: 516 877-3500

Secondary Contacts

Contact	Telephone	Email
Tom Siracusa	516 877-3500	siracusa@adelphi.edu
Ray Hughes	516 877-3500	rhughes@adelphi.edu

Document History

This section must contain the following dates or placeholders for future dates:

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Who Approved This Policy

Gene Palma, Chief of Administration and Associate Vice President