University of Baltimore Police Department

Access Control

- University of Baltimore Police Departments Access Control Policy and Procedures
- University of Baltimore Police Departments Access Control Security Regulations
- University of Baltimore Campus Card Offices Terms and Conditions
- University of Baltimore Police Departments Online Access Request Form

Revised: June 08, 2012
University of Baltimore Police Department

ACCESS CONTROL POLICY and PROCEDURES

Policy

The University of Baltimore currently uses one electronic card access system- Lenel OnGuard 2010. The management system has many controls with automatic and documented processes in place. The Lenel OnGuard 2010 system is managed by the University of Baltimore Police Department which is under the Sr. Vice President of Administration and Finance. Access control is managed by designated Lenel system administrators. The system is centrally controlled by Lenel server and is encoded with assigned PeopleSoft ID numbers. When the access ID card is presented at a card reader, information is sent to the server where the location, date, time and user are recorded and compared with privileges stored in the system database. Designated Lenel system administrators are responsible for designating and assigning access to each individual that requires it. The Lenel OnGuard access monitoring system is monitored and reviewed regularly to ensure the proper use of the system. The Chief of Police can override system administrators at any time. The University of Baltimore Police Department has created a policy to improve the efficiency, reliability and security of the system.

Procedures

Requesting Employee

1. Complete the online access request form indicating:
   - Name of employee (automated)
   - Employee ID number (automated)
   - Requested Access Location(s)
   - Requested Access Time
   - Name of immediate supervisor

2. Forward the completed access request form to Department Head/Dean for approval.
   - If approved by Department Head/Dean access will be granted within 48 hours of the received date*.
   - In the event that the employee’s access card is lost or stolen, the requestor must resubmit the online access request form in accordance with the outlined procedures.
Department Heads/Deans

1. Review the access control request in accordance with the policy.

2. Approve the request by e-signing the document in the designated area.

3. Submit the online access request form as directed.

4. Take appropriate measures to ensure personnel leaving their area (resigned, retired, etc.) return their ID card to the Campus Card Office.

5. No party, including supervisors, may accept ID cards from departing employees.

6. Ensure employees that are to be granted access review the University of Baltimore Police Departments Access Control Rules and Regulations

System Administrator

1. Review each request for security concerns.

2. Assign access as requested within 48 hours of received date*.

3. Change Status from “Approved” to “Completed”

Human Resources Department

1. The Human Resources Department shall remind all terminating employees to surrender their university ID card to the Campus Card Office.

Cardholders

1. Do not grant access to any party regardless of authorization.

2. Do not lend access ID card to any party regardless of authorization.

3. Notify the University of Baltimore Police Department as well as the Department Head/Dean immediately if access ID card is lost or stolen.
4. Notify the University of Baltimore Police Department immediately if access ID card is malfunctioning.

5. Any misuse of an access ID card may result in administrative action

General Prohibitions:

1. Access may not be issued by anyone other than a designated Lenel System Administrator.

2. Access may not be issued without a properly approved and submitted online access request form.

3. Access ID card holders may not use their access ID card to grant access for others.

4. Access is to be used only for official university related tasks.

5. Cardholder is responsible for abiding by the terms and conditions set forth by the Campus Card Office.

6. Cardholder is responsible for any costs accrued due to a lost, stolen or damaged ID card.

7. All cardholders must abide by the rules and regulations set forth by the University of Baltimore Police Department regarding the Lenel OnGuard 2010 Access Control System.

* Access requests will be accepted and reviewed Monday – Friday during the hours of 8:30am – 5:00pm. Exceptions may apply in the event of University closings; both scheduled and unscheduled.
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ACCESS CONTROL SECURITY REGULATIONS

The University of Baltimore Police Department is dedicated to the safety and security of the campus community and has implemented the following security regulations for the access control system. By requesting access control, in accordance with the Access Control Policy and Procedures, the requestor acknowledges full understanding and agreement with the security regulations set forth by the University of Baltimore Police Department.

1. Any door utilizing access control must remain in the closed position at all times.

2. By propping the door open the respective department accepts, in full, any costs accrued in the event that the electronic strike malfunctions.

3. Any door utilizing access control that is to remain secure at all times will remain in the “card only” status with designated and set time zones.

4. No access will be granted to any individual, regardless of authorization, who is unable to present a legally sufficient photo ID in the event that the individual does not have their Bee Card on their person.

5. No access will be granted to any individual, regardless of authorization, beyond the approved and set time zones.

6. Access may not be issued by anyone other than a designated Lenel System Administrator.

7. Access may not be issued without a properly approved and submitted online access request form.

8. Access ID card holders may not use their access ID card to grant access for others.

9. Access is to be used only for official university related tasks.

10. Cardholder is responsible for abiding by the Terms and Conditions set forth by the Campus Card Office.

11. Cardholder is responsible for any costs accrued due to a lost, stolen or damaged ID card.
Office of Campus Card Operations - Bee Card Terms and Conditions

**Bee Card Use:** The Bee Card is your University of Baltimore multi-purpose ID card. Your Bee Card must be presented to enter campus facilities and events, to obtain services, or to make purchases with your Bee Card account(s). The card and your related account(s) are non-transferable except, as provided below. You are responsible for any use of your card. The initial card is provided at no charge. **Misuse:** Cards presented by anyone other than the proper cardholder will be confiscated and returned to the Office of Campus Card Operations. The incident may be referred to the Dean of Students for disciplinary action. The card remains the property of University of Baltimore.*

**Lost/Stolen or Replacement Cards:** A lost/stolen card may be reported, 24 hours a day, 7 days a week by accessing your on-line account at www.ubalt.edu/beecard and following the link to Lost/Replacement Cards. During normal business hours reports may be made by phone at 410.837.4233 or by visiting the Office of Campus Card Operations located on the first floor of the Academic Center, room 105. After business hours, you may access your on-line account as noted above. The Cardholder is responsible for all use of their card usage prior to proper notification of a lost/stolen card. Individual liability will not exceed $50.00 in unauthorized charges if a lost/stolen card is reported within 48 hours. Liability will not exceed $500.00 in unauthorized charges for reports made within 60 days. If notification of loss exceeds 60 days, your card liability for unauthorized charges shall be limited only to funds available in your account(s). A damaged or defaced card is not valid and must be replaced. Replacement cards will be created in accordance with current card replacement policies and, in most cases, the customer will be charged a $20 replacement fee.

**Bee Card Accounts:** By establishing a Bee Card account(s) you agree to all terms and conditions set forth in this, and other related University of Baltimore agreements. The University of Baltimore agrees to establish, accept, and maintain account(s) for your benefit and exclusively for the purposes described herein. Prepaid funds shall be applied against amounts debited to your card account(s) for goods and services purchased by you at all points of sale accepting the Bee Card as a form of payments. There is no daily limit on the number of purchases that may be made and charged to an account. The Bee Card is not a credit card. Under no circumstances may debits (i.e. charges) to an account reduce the account balance below zero. Under no circumstance may the Bee Card be used to obtain cash or cash advances. Any credits due to refunds/returns shall be deposited into the account they were initially drawn from. Cardholder activity is available 7 days a week, 24 hours a day on-line at www.ubalt.edu/beecard by following the link to Campus Cash. Statements are available 7 days a week, 24 hours a day on-line at www.ubalt.edu/beecard by following the link to Campus Cash or upon request at the Office of Campus Card Operations. Bee Card Terms & Conditions (3/2012)
Error Resolution: Contact the Office of Campus Card Operations within 60 days after an error has occurred. A written confirmation of the error must be filed with the Card Office within 10 days of your initial report. All reported errors shall be investigated and any results made available within 15 business days following receipt of notification. You will receive written notification if additional investigation time is required. Under no circumstances will an investigation exceed 45 days. A written explanation of the results of any investigation will be available within 5 days after the close of the investigation. Copies of the documents used during the investigation will be provided upon written request.

Closing Accounts: Refunds on card account(s) may be requested upon separation from the University. Students who graduate, withdraw or are dismissed from the University with value remaining in prepaid account(s) will have that value transferred to their University of Baltimore Student Account and applied to any outstanding balance due or refunded. Faculty/Staff who separate from the University with value remaining on their account(s), may request a refund check from the Office of Campus Card Operations.

Inactive Accounts: Any debit account left inactive for 6 or more months following the date of separation from the University may be assessed an annual inactivity fee. Any account left inactive for a period of 12 or more months with a zero balance will be closed.

Effective Date of Agreement: These terms and conditions are effective immediately and remain in effect until written notification of change(s) is received.

* This card is your official University Id card and may be required for access to UB buildings, facilities and events. It is NOT TRANSFERABLE and is the property of the University of Baltimore. The University is not responsible for any loss or expense resulting from the theft, misplacement or misuse of this card. A replacement card fee may be charged if the card is lost, damaged or stolen. Defacing or altering this card in any way is prohibited.

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Submission Process

1. When an employee opens the Online Access Request form their name, department, job title, e-mail, employee ID and UB net ID will be collected automatically.
   - This information is used to ensure the accuracy of submitted forms and is only viewable by the University of Baltimore Police Department.

2. The requestor will be required to manually enter their Department Head/Deans e-mail address in order to submit the request for approval.
   - If the requestor is unsure of their Department Head/Dean they are to inquire with their immediate supervisor.

3. Once submitted, the Department Head/Dean will receive a notification via e-mail and will proceed to review, approve or deny the pending access request.

4. If the access request is approved, the University of Baltimore Police Department will receive notification and access will be granted within 48 hours of the received date.*

5. Once access has been granted, the status will change from “Approved” to “Completed”
Access requests will be accepted and reviewed Monday – Friday during the hours of 8:30am – 5:00pm. Exceptions may apply in the event of University closings; both scheduled and unscheduled.
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