

# Simmons ID Card / Access Control Policy

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## Purpose

The Simmons ID Card / Access Control policy has been established to safeguard Simmons students, faculty, staff, guests, and visitors to Simmons and to safeguard Simmons property and personal property of those who work, study and visit the institution.

## Responsibility

In an effort to maintain a safe environment, Simmons issues ID / Access Control cards to both help identify and provide access to faculty, staff, students, contractors and vendors working on campus, tenants and others who use Simmons facilities.

Students, Faculty and Staff are encouraged and are expected to promptly report to Simmons Public Safety Department (SUPD) any suspicious person(s) whom appear to be providing a service, working on the campus or who request access to a secure location or any area/location not normally open to the general public.

Simmons ID / Access cards are multi-purpose cards.

1. They serve as identity cards for the cardholder.
2. Access cards are programmed to allow the cardholder authorized entrance to Simmons facilities
3. A debit card for Fenway Cash and other transactions, including dining, Simmons garage parking, and Simmons print management.

The Simmons Public Safety Department has primary responsibility for ID / Access Control cards. This includes approval, issuance, and maintenance of ID card access and the card access system. The entire Simmons community, however, shares responsibility for their own safety and the security of others by protecting use of their ID cards.

All students, graduate and undergraduate, Simmons employees, contractors / vendors, and tenants are required to have their Simmons ID card on their person when they are on Simmons property, and therefore **must** obtain a Simmons ID card from Campus Card Office on or before their first day of classes or being on campus.

This policy describes when and how the ID / Access Control card provides building access privileges.

## Definitions

For the purposes of this policy, the following definitions apply:

**ID Card Access:** The access allowed to students, faculty, staff, contractor, vendors, and tenants through an individual need to access Simmons facilities. Access is provided through tapping a Simmons issued ID / Access Control card at electronic card readers on campus. These taps electronically capture ID card name and time of entry.

*Examples: access to academic buildings outside of official open hours or access to any department suite with a card reader.*

**Contractor:** A non-Simmons person who has a Simmons sponsor and works at Simmons for a defined period of time through a contract.

*Examples: Aramark, C&W Services, and other contracted professionals.*

**Manager:** A Simmons employee who supervises another Simmons employee.

**Simmons Employee:** Faculty or staff employed by Simmons, paid through Simmons payroll.

**Simmons Student:** A student registered for courses within the term. This includes residential, commuter, online, undergraduate, graduate, and non-degree students.

**Sponsor:** A Simmons employee who authorizes access to Simmons buildings and facilities for a contractor, vendor, tenant or other non-Simmons affiliate. A sponsor acts as the contact person for the individual or group. An Operating Team member or designee must designate sponsors. *Examples: Athletic Director sponsors Sports Center users; Buildings and Grounds sponsors maintenance contractors, vendors & tenants; Public Safety sponsors Access Control contractor, and Camera vendor.*

### **Simmons Vendor:**

A Simmons vendor may have a Simmons sponsor but may or may not work through a contract. The vendor may need access to Simmons property (both academic and residence halls) for things like maintaining vending machines, laundry machines and other regularly scheduled service. These vendors may deliver goods to various locations on Simmons property (WB Mason) to areas that may or may not be open to the public. If an access card or key is necessary for the vendor to provide service (i.e., accessing a card key access only door), the vendor will be required to show a government issued photo ID at the Simmons Facilities office and sign out the access card or be accompanied by Facilities personnel.

**Tenant:** A person or group renting or occupying space on campus with a Simmons sponsor for a defined period of time, based on a signed agreement with Simmons whether or not the agreement requires payment for the space.

**Visiting Student:** A student taking courses at Simmons but who may also be registered elsewhere (i.e. students from Colleges of the Fenway, non-degree visiting students, Boston semester students, etc.)

## **ID / Access Control Cardholder Responsibilities**

Cardholders must:

- **Carry** a Simmons Access/ID card at all times when on campus;
- **Present** their Simmons Access/ID card when requested by Simmons personnel acting in official capacity for the institution;
- **Return** Simmons Access/ID cards when requested by Simmons Public Safety Department or Simmons manager or sponsor;
- **Enter** only those areas the user is authorized to enter;
- **Never** loan an ID card to another person or borrow a card from another;
- **Never** prop open any doors on campus;
- **Never** admit unauthorized person(s) into buildings;
- **Never** keep or use an unauthorized Simmons Access/ID card;

*Anyone not complying with the above cardholder responsibilities may be subject to disciplinary actions and revocation of card access privileges.*

## **ID Card / Access Control Management: Students**

### **Obtaining a Simmons ID / Access Control Card**

#### **Simmons Students**

New students may have their ID cards made before arriving on campus by electronically submitting a passport sized photo to the Campus Card Office and filling out the online form, **or by having their photo taken during orientation**. First Year resident students will receive their ID / Access Control card in their welcome packet during move in. Commuter students pick up their ID / Access Control cards at the Campus Card Office. Online students will have their ID / Access Control cards mailed to them. Any student that has not been issued an ID / Access Control card should visit the Campus Card Office to obtain a Simmons ID / Access Control Card. For a student to receive an ID card that reflects a first name other than their legal first name, they would visit the Registrar's webpage for instructions to update the first name in their student record.

#### **Obtain ID Online**

Students may have their ID cards made online by filling out the form and electronically submitting a passport sized photo to the Campus Card Office. For Online students, their Simmons ID / Access Control cards will be mailed to them. Residential students can pick up their ID / Access Control card in person at the Campus Card Office.

The first step in obtaining a Simmons ID, is verifying the person's identity by emailing or mailing the Campus Card Office a copy of a government issued photo ID, which will be kept on file at Simmons. Acceptable forms of identification include:

- Driver's license
- State ID

- US or foreign passport
- Military ID
- INS I-1551 resident alien card

A copy of the government issued photo ID should be emailed to: [fenwaycard@simmons.edu](mailto:fenwaycard@simmons.edu)

Or **mail** a hard copy of the government issued photo ID to:

Simmons Campus Card Office  
300 The Fenway  
Boston, MA 02115

Once a copy of the government issued ID is received at the Campus Card Office, a photo can be submitted electronically so the Simmons ID can be printed.

### **Visiting Students**

The Registrar provides registration information to visiting students. Visiting students should bring their registration information to the Campus Card Office to obtain an ID card.

To receive an ID / Access Control card, the visiting student is required to present one of the previously listed forms of identification, either electronically or in person, to the Campus Card Office prior to receiving the card.

### **Default Access**

**Simmons Students:** Access to academic campus buildings is automatically linked to active class registration. All resident, commuter, and online students are given access, during defined semesters to the main entrances of academic campus buildings from 7:00 a.m. to 11:00 p.m., 7 days a week. Resident students also have access to all residence halls from 7:00 a.m. to 11:00 p.m., as well as 24-hour access to the building where they reside. During winter and summer session breaks, and other times when Simmons is closed, excluding weather related closings, students do not have access to any campus buildings. Resident students approved for winter housing by the Vice President for Student Affairs, Dean of Students, Associate Provost or designee(s) have 24-hour access to the building they reside in.

**Visiting Students:** Access is the same as for Simmons commuter students for the defined semester.

**Summer Conference Attendees:** Attendees to conferences held outside the scheduled school calendar are issued generic Simmons Summer Conference ID/Access Cards designed for that specific conference or event. These attendees will receive access to assigned residence hall, and any special classroom and building access as deemed appropriate through the Office of Conferences. Access requests are made through online submission to:  
[access.request@simmons.edu](mailto:access.request@simmons.edu)

## **Special Access**

If students require special access to specific spaces on campus, such as science labs, the photography lab, nursing simulation labs or residence halls for classes and/or course work, faculty/staff members with responsibility for the specialized spaces must provide a list of students authorized to access those spaces for a defined range of days of the week, and specific times of the day to the Simmons Public Safety Department (SUPD) at the start of each semester via the online form to [access.request@simmons.edu](mailto:access.request@simmons.edu). SUPD will review these special access requests and will send confirmation to the faculty member that the special access has been added to the students' ID cards or to request additional information for further review.

## **Access Management: Employees (Faculty and Staff)**

### **Obtaining a Simmons ID / Access Control Cards**

All Simmons employees must have a Simmons ID / Access Control card, so that people who are authorized to be in specific areas of the school will have access to those areas and can be identified. When an employee is hired, the Human Resources office issues an ID # Authorization form confirming that all relevant personal data has been entered into the Simmons system. The employee will then bring this form along with one of the following forms of identification to the Campus Card Office so that an ID / Access Control card can be printed.

- Driver's license
- State issued ID (Identification Card or Driver's License)
- US or foreign passport
- Military ID
- INS I-1551 resident alien card

### **Default Access**

Simmons faculty and staff are given default access to academic campus buildings, 24 hours a day, 7 days a week. Default access consists of exterior common doors and interior classroom doors. Part-time employees (including adjunct faculty) also receive default access levels unless otherwise specified by their manager. Default access does NOT include access to residence halls.

### **Special Access**

If any employee requires special access to any buildings, offices, suites, labs, departments, or other areas not included in their default access, their manager must submit an online access request form to Simmons Public Safety Department (SUPD) for approval. Depending on the request, SUPD may require approval by the manager's Operating Team member as well. The manager

must confirm with THCS that the employee has had sufficient background checks required to support this additional access (refer to the Simmons CORI policy).

The manager must specify access to specific suite(s) and/or building(s), and specify whether the request is for 24/7 access or specific times of days and/or days of the week.

Information on the specific timeframe must be included in the comments section of the form.

Every request will be reviewed by SUPD with respect to security, urgency, and purpose. If more information is required, SUPD will request additional information within five business days. The access request will not be completed until all questions are resolved. Approved requests will be processed as soon as possible and SUPD will send a response to the manager notifying that this access has been added to the employee's ID / Access Control card. Managers will be notified of any rejected requests within five business days.

## **Access Management: Contractors, Vendors, Tenants, and Other Non-Simmons Affiliates**

### **Obtaining a Simmons ID / Access Control Card**

All non-Simmons affiliates such as contractors, vendors, tenants, conference participants, community group coordinators, etc. who are on campus on a regular basis are required to have and display a Simmons issued ID / Access Control card while on campus. The sponsor is responsible for ensuring these individuals have these cards.

The sponsor must direct their non-Simmons affiliates through the following procedure to obtain their Simmons ID / Access Control card:

**Step 1:** Sponsor completes a **request form** and submits to the Human Resources office for processing into the Simmons system.

**Step 2:** The individual will be directed to visit THCS during regular business hours. THCS will obtain any other required documentation and enter the individual into the Simmons personnel system. This generates a completed Simmons ID / Access Control card request form with a Simmons ID number on it.

**Step 3:** The individual brings the completed Simmons ID / Access Control card request form with a valid form of government issued ID to the Simmons Campus Card Office.

**Step 4:** The Simmons Campus Card Office will issue the person a Simmons ID / Access Control card.

## Setting Facility Access

Non-Simmons affiliates are not assigned access to any building or doors by default. An access request form must be submitted in order to have any access added to their ID Cards.

A **sponsor** must submit an on-line access request form to SUPD ([access.request@simmons.edu](mailto:access.request@simmons.edu)) to request ID / Access Control card access for all non-Simmons affiliates. The request form must be consistent with any contractual language associated with the non-Simmons affiliate. Non-Simmons affiliates are not assigned access to building or doors by default. An access request must be submitted in order for access to be added to these ID / Access Control card. The request form must state what specific access is needed for which specific building(s) office(s), suite(s), classroom(s), lab(s), department(s), or other area(s). The sponsor must confirm that the person to be given access has had the appropriate background check performed (refer to the Simmons CORI policy). The form will also include a start date and an end date for access.

The building access request must specify a specific timeframe, including whether the access is for 24/7 access or more limited hours, and the duration of time the access will be provided. Generally speaking, full time employees are given access to the academic campus, Monday – Friday 7:00 am – 5:00 pm. Part-time employees will be given access to the academic campus for more limited hours based on their work schedule. Information on the specific timeframe being requested must be included in the comments section of the form. In no cases will the duration of access extend beyond one academic year without submittal of another request form. The Simmons Public Safety Department will shut off access following the duration identified by the sponsor on the form or after the last day of classes of the spring semester, whichever comes first (unless otherwise approved by SUPD). Sponsors are required to submit an access request annually before June 1 for any new or continuing non-Simmons affiliates for the next fiscal year. SUPD will make the final decision on all access requests. The sponsor must ensure that all non-Simmons affiliate ID cards are collected and returned to SUPD when no longer in use.

Sponsors must immediately notify the Simmons Public Safety Department (SUPD) via the online form when a non-Simmons affiliate is terminated and/or no longer requires access, so that the ID card can be deactivated.

Every request will be reviewed by SUPD with respect to security, urgency, and purpose. If more information is required, SUPD will request additional information within five business days. The access request will not be completed until all questions are resolved. Approved requests will be processed within **five business days** and SUPD will send a response to the sponsor notifying that the access has been added to the ID card. Sponsors will be notified of any rejected requests within five business days.

### **Simmons Contractor:**

A Simmons contractor provides contracted services to Simmons on a regular basis. The contracted company must provide a list of these employees to SUPD semi-annually through their sponsor or the Buildings and Grounds contractor (currently C&W Services), and must notify SUPD if an employee is terminated or leaves employment. Each of the contractor's employees will have their issued access card on their person while on Simmons property.

### **Simmons Vendor:**

A Simmons vendor may have a Simmons sponsor but does not work through a contract. The vendor may need access to Simmons property (both academic and residence halls) for things like maintaining vending machines, laundry machines and other regularly scheduled service. These vendors may deliver goods to various locations on Simmons property (WB Mason) to areas that may or may not be open to the public. If an access card or key is necessary for the vendor to provide service (i.e., accessing a card key access only door), the vendor will be required to show a government issued photo ID at the Simmons Buildings and Grounds office and sign out the access card or be accompanied by Buildings and Grounds personnel.

Vendor access to student rooms will follow the provisions for student room access established by the Office of Residence Life.

### **Access Management: Other**

#### **Alumnae/i**

Alumnae/i should contact the Office of Alumnae/i Relations for access to any buildings or spaces on campus outside of normal business hours. The office of Alumnae/i relations will coordinate with SUPD.

#### **Trustees**

Trustees should contact the Office of General Counsel to obtain an ID / Access Control card and any special access to buildings. Trustees have the same default building access as Simmons employees as well as access to the parking garage. SUPD will provide a list of trustees with a description of current access provided to the General Counsel or designee on or around July 1<sup>st</sup> for review and approval each year

#### **Emeriti Faculty**

Emeriti faculty members are provided the same default building access as Simmons employees as well as access to the parking garage. Emeriti faculty should contact the Office of the Provost to request any special access to spaces on campus. SUPD will provide a list of emeriti faculty with a description of current access to the Provost or designee on or around July 1<sup>st</sup> for review and approval each year.

## **Special Circumstances**

The Chief of the Simmons Public Safety Department or designee may restrict any person's access, based on safety and security reasons, to any building at any time for any reason.

## **Lost or Stolen ID Cards**

Any lost or stolen ID card must be reported to SUPD in person, or by calling (617) 521-1112 immediately so that the card can be deactivated.

The cost to replace a lost or stolen ID / Access Control card is \$10 per card. After paying for the new card at the Cashier's Office (Main Campus Building), the student will go to the SUPD Card Office to obtain a replacement card. All ID / Access Control cards that are reported lost / stolen are deactivated.

Online students must send a check or money order for \$10 to:

*Simmons Cashier's Office  
300 The Fenway  
Boston, MA 02115*

The student will need to indicate on the check, the purpose of the check. Once payment is received, the Cashier's Office will notify the Campus Card office that a new ID / Access Control card can be printed and mailed to the student.

## **Broken/Worn out ID Cards**

Broken or worn out ID cards must be returned to the SUPD Card Office. There is no charge for replacement if the broken or worn cards are turned in when the new one is issued.

## **Reporting a Problem**

Report problems with card and/or card readers to SUPD at (617)521-1112. When reporting a problem please provide the following information:

- Name and Access/ID number of the cardholder reporting the problem
- Specific location of the problem (e.g. Simmons Hall main entrance)
- Nature of the problem (e.g. door does not close all the way)
- Time and date the problem was noticed

Questions about this policy should be directed to the Simmons Public Safety Department at (617) 521-1112 or via email at [publicsafety@simmons.edu](mailto:publicsafety@simmons.edu)