ACCESS CONTROL POLICY

Policy Id:  
PS.001 - Access Control Policy

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ACCESS CONTROL GUIDELINES

In order for the access control system to operate efficiently, compliance and cooperation are essential. The following is a list of rules governing our access policy:

1. All members of the college community must possess a valid John Jay ID card. Those who possess a John Jay ID card that states "Not valid without current semester sticker" will require semester stickers (Stickers are available in the Public Safety Office).
   - John Jay Students - Individuals currently enrolled in classes at John Jay
   - Staff - Non-Teaching employees of the college
   - Faculty - Professorial staff employed by the College

   **Public Safety Staffing Hours**

   - **New Building (Lobby Entrance of 524 West 59th St.)**
     - **Public Safety Desk Hours:** Monday - Sunday 7:00 am - 11:00 pm
   - **Westport Desk Coverage:** Monday - Friday 7:00 am - 8:00 pm
   - **BMW Public Safety Desk Hours:** Monday - Friday 7:30 am - 5:00 pm
   - **Annex-54th St. Public Safety Desk Hours:** Monday - Friday 7:30 am - 5:00 pm
   - **North Hall Desk Hours:** Monday- Friday 5:30 am*- 11:30 pm; Saturday- Sunday 7:30 am 5:30 pm

   *The North Hall Building opens at 5:30 am for Department of Correction personnel ONLY, everyone else may enter at 7:00 am.

2. Each person entering the College should use his/her card to enter through the appropriate access device (turnstile or gate). To ensure speed of entry and to avoid any backlog, each person should have his/her card ready to use before approaching the turnstile. **Never punch a hole in the card. This could damage the chip, rendering the card inactive.**

3. If an individual forgets or loses his/her card, to gain access to the building he/she must stop at the Public Safety desk. The officer will verify the individual’s status and grant him or her access to the building. If the ID is lost, the person will be directed to the Public Safety Office, L2.61, to obtain a replacement ID card, which costs $10.00 (cash only). **Our office hours are Mon-Thurs 9am-11pm, Fri 9am-9pm, and Sat 9am to 5:30 pm.**

4. Delivery persons and messengers are not allowed access to the building for the purposes of making a delivery. They must wait at the Public Safety desk until the person receiving the delivery is notified.

5. **MEDIA ACCESS** - All media and news agency inquiries concerning the filming and photography of John Jay College should be referred to the Office of Communications. Thus the requestor should be provided with the following contact information:

   - RAMA SUDHAKAR
     a. TEL: 212-237-8628
     b. E-MAIL: rsudhakar@jjay.cuny.edu
As a public institution, John Jay College of Criminal Justice adheres to principles of the First Amendment, including freedom of speech and the press. The College encourages media interest in and coverage of the College’s mission, events, faculty and students. These guidelines are designed to promote media access, including coverage of events and issues, at the same time that they ensure that, like all guests, representatives of the media are subject to reasonable safety, entrance and exit procedures.

The Office of Marketing and Communications (“Office”) will respond to media inquiries pertaining to College news, events, policies and administrative matters. General inquiries should be directed to the Office, which will respond to requests, including for interviews, photography and videography. Event organizers desiring media coverage should also contact the Office. Faculty, staff, and students who receive media inquiries may proceed on their own but are encouraged to let the Office know about their media interactions so that it can keep track of and promote media attention received by the College.

The College encourages faculty members to respond to media inquiries that pertain to matters within their knowledge and expertise. When media representatives visit faculty on campus, the faculty member will be responsible for the media guest. Public Safety will notify the faculty member when the media representative arrives on campus. The faculty host is responsible for escorting the media visitors to the interview location, which might include the faculty member’s office as well as other locations determined by the faculty member and the media representative to be suitable for the interview. The media representative may visit classrooms where classes are being held only for the purpose of contributing to the educational purpose of the class, as determined by the course professor. The media representative may not record the class unless enrolled students provide prior written consent. Once the visit is concluded, the faculty host is responsible for escorting the visitor to the exit.

Staff members are encouraged to notify the Office about media requests and media visits to campus, and must take responsibility for the media representative while he or she is on campus. Staff members who invite media representatives to campus are expected to follow the same procedures applicable to faculty.

The College is committed to promoting and telling student stories. The Center for Student Involvement and Leadership (CSIL) will work with the Office to assist students with media interviews and preparation. If a member of the media contacts a student directly with inquiries for College-related information or comments as a John Jay student, the student is encouraged to contact CSIL. If a student is meeting with a member of the media on campus, the student is expected to follow the same procedures applicable to faculty and staff.

Media representatives are subject to the same entry and safety requirements as any other person or organization seeking access to the campus. Accordingly, representatives will be required to show appropriate identification at College entrances. Public Safety will notify the person who is identified by the media seeking access, or notify the Office in instances of general inquiry, before permitting access, at which time the media representative will be signed in and accompanied by the campus host.

Unescorted news media are not permitted onto the campus, and should not have access to classrooms, laboratories, offices and residence halls without prior permission from the Office.
Should extraordinary circumstances warrant, Public Safety may secure certain areas and restrict access, including for news media.

6. ACCESSIBILITY SERVICES

John Jay’s Accessibility Services provides comprehensive access to support services and programs for undergraduate and graduate students with hearing and visual impairments, mobility impairments, learning disabilities and attention deficit disorders, chronic illnesses and psychological impairments. To learn more about what defines a disability, click here. It is John Jay College’s responsibility to ensure that students with disabilities have equal access to services and are not discriminated against because of a disability.

Students needing assistance can seek accommodations from the Office of Accessibility Services through the Accessibility Services Senior Director Dana Trimboli at dtrimboli@jjay.cuny.edu and 212-237-8031, NB office L.66. Students may also consult with the Title IX Coordinator Silvia Montalban regarding this policy at smontalban@jjay.cuny.edu and 646-557-4409.

1. ADA REQUIREMENTS FOR SERVICE ANIMALS

If you bring a dog on campus, an authorized John Jay College employee may ask you two specific questions which is provided in the first FAQ listed below:

A: In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) Is the dog a service animal required because of a disability? And (2) What work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog demonstrate its task, or inquire about the nature of the person’s disability.

A. No. The ADA does not require service animals to wear a vest, ID tag, more specific harnesses.

7. In the event of any unique situation such as large outside groups, the department requiring access must contact the Department of Public Safety at extension 8524 in advance to arrange for access. Please e-mail the information about the group/event and an attendance list to publicsafety@jjay.cuny.edu and publicsafetyremote@jjay.cuny.edu. Rules will vary and will be determined by the situation. Every consideration will be given for cooperation providing it does not compromise the security of the campus.

8. Any person attempting to bypass the system by jumping the turnstiles, "piggybacking" through the devices or tampering with the ID cards will be subject to disciplinary action by the College administration. Outsiders may be prosecuted for trespassing.

9. Effective Monday, January 30 2017, all John Jay students will have access to the 1st floor of North Hall only. Student ID cards will be programmed to grant access through the turnstiles. Please be advised that only faculty and staff members who were previously authorized North Hall access are allowed into the North Hall building. Authorized faculty and staff member’s I.D. cards have already been programmed to grant them access into North Hall. Please note that below are the locations that have been reopened:
• CUNY Start- 1106, 1107, 1110, 1111, 1112
• Computer Lab – 1200
• DASNY – 1521, 1525, 1553, 1552, 1555, 1554
• Graduate Lounge – 1100
• International Lounge – 1212
• Judicial Board-1201
• Meditation Room – 1201A (Must always remain open)
• Professional Studies-1404, 1409, 1310, 1310.1, 1308, 1303
• Yoga Room-1233

VISITORS TO THE CAMPUS
Visitors to the College are granted access under the following circumstances:

• The individual must stop at the Public Safety desk and produce a valid photo identification.
• Declare the destination and purpose of visit.
• Be announced to the person being visited when appropriate.
• Visitors are granted access to the premises only after the expressed permission is given from the member of the College community being visited, or
• The legitimacy of the visit is otherwise verified.
• As a courtesy, the Department of Public Safety can validate parking tickets for only individuals who visit the campus for official business.

All members of the College community are encouraged to submit the names of expected guests to BOTH publicsafetyremote@jjay.cuny.edu and publicsafety@jjay.cuny.edu ahead of the visit; this will expedite access to the campus.