RESEARCH RELATED BUILDING ACCESS*

Policy Id:  
PS.008 – Research Related Building Access

Contact:  
Diego Redondo, PhD  
Director of Public Safety  
and Risk Management  
(212) 237-8524  
dredondo@jjay.cuny.edu

Last Modified:  
August 2018
**PURPOSE:** To facilitate research related building access.

**IMPLEMENTATION**

1. Faculty and students are permitted building access during published building access hours. [https://www.jjay.cuny.edu/public-safety-desk-locations-college-hours-operations](https://www.jjay.cuny.edu/public-safety-desk-locations-college-hours-operations)

2. For safety/emergency purposes faculty already on campus may remain in the building after published building access hours by notifying Public Safety at extension 8524 of their location and departure time. No member of the John Jay College community is permitted to reside on campus or remain on campus 24/7 for personal reasons.

3. Faculty may authorize after hours building access for their student researchers or research subjects for research purposes by emailing Public Safety at publicsafety@jjay.cuny.edu from his/her John Jay email address. The faculty member must provide the name or an alphabetized list of names along with the date, projected time of arrival, and the room destination of the individual. Once approved by a Public Safety Director, the e-mail will be forwarded to all Managers and Sergeants who will alert all staff accordingly.

4. Faculty may request frequent after hours building access by student researchers by sending those students to Public Safety with a letter requesting such frequent access. The letter must be signed by the faculty member responsible for the research and co-signed by the appropriate academic department chair. Public Safety will issue an access letter with the title "Student Researcher Access," thus allowing them building access with their valid regular student ID. The student access letter will be valid for up to six months at the request of the faculty member.

5. Faculty may request anonymous building access by research subjects for specified periods of time by submitting a brief description of the research project along with a unique random nine-digit code number assigned to each of the participants to the Dean of Research, or her/his designee if appropriate. The Dean or designee will review the proposal and forward the code numbers to the Director of Public Safety. This list of code numbers will be kept at the Public Safety desk and such participants will be required to state their code number to the officer who will make a log entry. A photo ID will not be required.

6. Any faculty member who authorizes entry to a non-student and is aware that her/his past history presents a significant threat to public safety must include this information in the request for access.

7. In the event that a student researcher or research subject attempts to enter a John Jay building beyond of published building access hours and without pre-approval (refer to
number 3 above) the student or subject can ask Public Safety to contact the faculty member or lead researcher using the contact information on file. That faculty member/lead designee must escort the visitor to the indicated destination.

8. All student researchers must have their valid college ID with them, and all research subjects must have a valid photo ID such as a driver’s license to gain access to the building unless anonymous access (refer to item number 5 above) has been previously approved.

Draft Policy on Minimizing Research Disruption

1. Public Safety will not check closed doors on offices/labs to verify whether or not they are locked during published building access hours except in the case of an investigation, serious incident or building emergency.

2. Public Safety may check doors on labs/offices after hours to verify whether they are locked. If unlocked, Public Safety will first knock on the door before entering an unlocked facility.

3. In the event that a researcher is conducting sensitive research that requires minimal disturbance, that researcher can request that a “PUBLIC SAFETY NOTICE: Do Not Disturb – Research in Progress” memorandum issued to all Managers and Sergeants. The “Do Not Disturb Memorandum” along with a placard that is issued to the requester, will notify Public Safety patrol officers to not check the lock or disturb the research during, or after hours except in the case of an investigation, serious incident or building emergency. A letter must be received by Public Safety from the Chair of the Department approving the issuance of the memorandum and placard. The letter must indicate the dates that the placard will be utilized and the research room number where the placard is to be posted.

*For non-research related access, please see the Access Control Policy in the College’s Policy and Procedures Compendium.