



PROCEDURE FOR INSTITUTIONAL POLICY GA-15: CAMPUS SECURITY AND FACILITY ACCESS

1. PURPOSE

The purpose of this procedure is to ensure the safety and security of campus facilities and to comply with the Clery Act. It outlines the protocols for access to campus buildings and provides information regarding registered sex offenders in the campus community.

2. APPLICABILITY

- 2.1 This procedure applies to all students, faculty, staff, visitors, vendors, and contractors accessing campus facilities.
- 2.2 WVSOM reserves the right to amend this procedure at any time, as necessary or appropriate.

3. DEFINITIONS

For purposes of these procedures, the defined terms used herein have the definitions assigned to them in Institutional Policy GA-15: Safety and Security.

4. SECURITY OF AND ACCESS TO CAMPUS FACILITIES

4.1 General Access

- 4.1.1 Campus facilities open to the public during normal operating hours are limited to: Student Center, Alumni Building, and the WVSOM Library. All other facilities have restricted access to authorized individuals with proper identification and keycard access.
- 4.1.2 Outside of normal operating hours, access is restricted to authorized individuals with proper identification and keycard access.

4.2 Controlled Access

- 4.2.1 Buildings equipped with electronic access control systems require an institutional ID card to gain entry.
- 4.2.2 Security personnel regularly patrol campus facilities and monitor entry points after hours.

4.3 Maintenance of Facilities

- 4.3.1 Campus facilities and landscaping are maintained in a manner that minimizes hazardous conditions.
- 4.3.2 Lighting and security systems are routinely inspected and repaired as needed.

4.4 Reporting Concerns

- 4.4.1 Any suspicious activity, malfunctioning locks, broken lights, or other safety concerns should be reported immediately to Campus Security at 304-647-8911 or wvsomsecurity@osteo.wvsom.edu

5. REGISTERED SEX OFFENDER INFORMATION

In accordance with the Campus Sex Crimes Prevention Act, which is a federal law enacted under the Jeanne Clery Act and the Wetterling Act:

5.1 Accessing Information

5.1.1 State Sex Offender Registry: <https://apps.wv.gov/StatePolice/SexOffender/#Basic>

5.1.2 National Sex Offender Public Website (NSOPW): <https://www.nsopw.gov>

5.2 Campus Notification (if applicable)

WVSOM may issue timely warnings if a known registered sex offender poses an ongoing threat to the campus community, in accordance with Clery Act requirements.

5.3 Questions and Additional Information

For more information or assistance regarding registered sex offender information, contact the Office of Campus Security or the Clery Compliance Officer at 304-647-8911 or 304-647-6401.

6. ANNUAL SECURITY REPORT (ASR)

WVSOM's ASR includes detailed information on campus security policies, crime statistics, and resources related to sexual offenses. It is available online at: <https://www.wvsom.edu/clery-report>. Hard copies are available upon request from the Office of Campus Security.

7. COMPLIANCE

Failure to comply with access control policies or tampering with security systems may result in disciplinary action and/or legal consequences, in accordance with institutional policy and applicable law.

8. REFERENCES

The Jeanne Clery Campus Safety Act 20 U.S.C.A. §1092

Procedure Title:	<u>Procedure for Institutional Policy GA-15: Campus Security and Facility Access</u>		
Effective Date:	<u>January 20, 2026</u>	Time:	<u>4:30 p.m.</u>
APPROVED BY:			
Approving Administrator – President:			
<u>JAMES W. MENTZ</u>		Date: <u>1/29/2026 9:16 PM EST</u>	
General Counsel/Chief Legal Officer:			
<u>Brian Lutz</u>		Date: <u>2/2/2026 11:22 AM EST</u>	