**ACCESS CONTROL PROCEDURE**

**UNIVERSITY OF VENDA**

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16. **Legal Mandate**

* The access control to Public Premises and Vehicles (Act 53 of 1985)
* The Trespass Act (Act 6 of 1959)
* Promotion of access to information Act, (Act 2 of 2000)
* Firearm control Act (Act 60 of 2000) and its regulations
* The Constitution of the Republic of South Africa (Act 108 of 1996)
* Protection of Information Act (Act 84 of 1984)
* Criminal Procedure Act (Act 51 of 1977)
* Occupational Health and Safety (Act 85 of 1993)
* Compensation of Occupational Injuries & Diseases (Act61 of 1997)

1. **Definitions**
   1. **Access Control**

Is a process in which several measures are applied to ensure that any object or person requiring access to the premises of an institution, has a bona fide reason to enter, is entitled and authorized thereof and the institution or its employees, students and visitors will not be exposed to danger or breaches of security during the presence of such a person/object.

* 1. **Visitor Register**

A book that serves as a record of all visitors, who enter and exit a security controlled premises.

* 1. **Authorized officer**

In terms of Control of Access to Public premises and Vehicles Act 53 of 1985, an authorized officer refers to either the owner of the premises or any person who is delegated by the owner, but for the purpose of this document, authorized officers will refer to Security Officers delegated by the management of The University of Venda.

* 1. **Random search method.**

A method to, without prejudice, selects a vehicle/ person to be searched sepecially during peak hours.

* 1. **Peak hours**

Times of heavy traffic through the main entrance at the start and end of working hours for the University of Venda employees.

* 1. **Forbidden items**

Items that are prohibited from entering the premises of University of Venda such as firearms, ammunition, explosive devices, etc.

1. **Purpose/Aims**

Purpose: the purpose of access control procedures is to provide clearly defined guidelines pertaining to access control for visitors, contractors, students, suppliers and staff at the University of Venda and compliance is therefore compulsory.

Aim: To keep unauthorized persons out; to allow authorized person in; to prevent unauthorized removal of University property and the property of staff and to prevent the intrusion of forbidden items into the premises of the University of Venda.

1. **Access control for staff**

5.**1 Identification**

* All staff will be issued with the University of Venda official identification cards. This card will also serve as an access card in order to open electronically controlled doors into the building. Staff must use this card each time they enter or leave the premises and it must be carried visibly at all times.
* Staff members are not allowed to use their cards to open for other employees who are not in possession of their own access cards.
* Access to restricted areas will only be allowed to authorize employees. Written application and motivation must be submitted by the Line manager for the section in order to request access to restricted areas for employees. No access will be granted for any employee without this written application from the relevant Line Manager. Access to requested areas will then be activated on the access card by Security Services.

5.2 **Employees who are not in possession of their Identification cards**

* Staff members will be required to complete the staff access control register at security check point.
* Temporary access cards will be issued to the staff member and must be returned to security at the end of the day. The temporary access card register must be signed by the employee as a proof that she/he received a temporary access card. This card will only be activated for the day of request and will be deactivated at the end of the particular business day.
* This temporary access card must be returned by no later than the following business day to Security Management Services. Failure to return the card will result in R50.00 being recovered from the employee for the replacement of the card.

5.3 **Lost Identification card**

* An employee who loses his/her Identification card will be charged R50.00 for the replacement thereof.
* Worn out and malfunctioning cards will be replaced free of charge.

5.4 **Access to underground parking**

* Only employees vehicles with parking bays allocated to them will be allowed access into the underground parking area of the building. These vehicles will be identified by parking disk displayed on the windscreen.
* The employee may be requested to comply with any or all of the following procedures by the authorised officer:
* A search of the vehicle. The purpose of this security check is to ensure that no firearms, prohibited items or persons enter the premises.
* Passengers who are not University of Venda employees must complete the visitors register.
* All computer hardware and software, electrical equipment and appliances, photographic and IT equipment must be declared and registered in the relevant register by the Security Officer.
* Upon exiting the premises, these items will be checked against the register for verification.
* Employees must ensure that they follow the required procedures in terms of taking out laptop that they do not encounter delays at the security check point.
* Any person who fails to comply with any of the above procedures will be denied access to the parking area or will be prohibited from leaving the premises until the issue is resolved to the satisfaction of the authorised officer.

5.5. **Incoming assets/ private property**

* All staff members shall declare all incoming private furniture, equipment (including electronic tools, etc) at Security upon entering the premises.
* The Security Officers on duty shall record such items into the relevant register.
* **NB:** It is the responsibility of the employees to declare his/her private property to Security upon entry to the premises.

**5.6 Outgoing University property**

* All University assets being removed from the premises must have official removal permit obtainable from Asset Management.

**5.7 Officials allocated permanently with University laptops**

* A list of officials allocated permanently with University laptops will be made available to Security at access control points. The Security officers will verify the serial number of the laptop in possession of the official against the one on the list each time on exit.

**5.8 Official from other Univen offices carrying University laptop**

* The property must be declared to security and entry will be made into the relevant register.

**5.9 Searches**

* The intent of searching person, vehicles, objects, articles and containers is to prevent theft and unauthorised people, vehicles, objects, article or information to come onto site or leave the site.
* Searches on staff members shall only be conducted on exit. The employees will be expected to declare all private property upon entering to the premises.
* All searches will be conducted in a professional and decent manner, with strict regard to decency and order, with female being searched by female and male by male only (section 29 of the criminal procedure Act 51 of 1977).
* All rules governing the searches and seizure procedure will be applied strictly in accordance with the prescripts of the (Criminal Procedure Act 51 of 1977) as well as the Constitution of the Republic of South Africa (Act 108 of 1996).
* Searches shall be conducted in terms of Section 23 of the Criminal Procedure Act as it is applicable to private persons or lawful occupiers of premises and in line with the Control of Access to Public Premises Act (Act 53 of 1985).
* Random search method may be applied during peak hours.
* Searches and access control measures will be stepped up whenever the risk increases to ensure that the prevailing risk is mitigated.
* The principle of searching may be standardized; however, the strategy of implementing searches may differ whenever there is a breach of security.
* Any person who refuses to be searched or refuses to allow his/her vehicle, object, article, or container irrespective of its nature to be searched will be refused admission or exit in terms of Control of access to Public Premises and Vehicles Act (Act 53 of 1985).
* All private and University vehicles leaving underground parking shall be searched.

**5.10 after-hours access**

* Staff visiting offices after-hours will be required to complete after-hours staff access control register at security check point.

**5.11 Firearms**

* Staff members are not allowed to bring along firearms and ammunitions into the University Premises.

**5.12 Prohibited substances**

* No alcohol or illicit drugs are allowed on the University Premises.

**6 Access control for visitors**

**6.1 Identification**

All visitors must produce proof of identification to security and only the following are acceptable:

* RSA ID (green bar coded) or RSA Drivers’ license
* University official ID
* Passport
* Acceptable appointment cards from Emergency Services in official capacity.

**6.2 visitors’ vehicles**

The following information of all visitors entering premises with vehicles must be recorded at main gate:

* Date and time of entry
* Full name, address and telephone number
* ID number
* Vehicle registration number
* Purpose of Visit
* Name of host
* Time of departure

**6.3 Recording and searching**

* The Security shall ensure that the personal details of such a visitor are recorded in the visitors’ register. All visitors shall be searched before access into the premises is granted.

NB: Access will not be granted to any visitor whose host did not confirm the visit to the Security Officers and it is the responsibility of the host to escort his/her visitor whilst in the premises at all times. No visitor will be allowed into restricted areas such as Cash Office and Server room. The hosting official operating in restricted area shall entertain visitors from the designated areas, e.g., waiting room.

**6.4 Searches**

* The intent of searching person, vehicles, objects, article and containers is to prevent theft and unauthorised people, vehicles, assets, objects, article or information to come onto site or leave the site.
* Searches on visitors shall only be conducted on exit. The visitor will be expected to declare all property upon entering to the premises.
* All searches will be conducted in a professional and decent manner, with strict regard to decency and order, with female being searched by female and male by male only (section 29 of the Criminal Procedure Act 51 of 1977).
* All rules governing the searches and seizure procedure will be applied strictly in accordance with the prescripts of the (Criminal Procedure Act 51 of 1977) as well as the Constitution of the Republic of South Africa (Act 108 of 1996).
* Searches shall be conducted in terms of Section 23 of the Criminal Procedure Act as it is applicable to private persons or lawful occupiers of premises and in line with the Control of Access to Public Premises Act (Act 53 of 1985).
* Random search method may be applied during peak hours.
* Searches and access control measures will be stepped up whenever the risk increases to ensure that the prevailing risk is mitigated.
* The principle of searching may be standardized; however, the strategy of implementing searches may differ whenever there is a breach of security.
* Any person who refuses to be searched or refuses to allow his/her vehicle, object, article, or container irrespective of its nature to be searched will be refused admission or exit in terms of Control of access to Public Premises and Vehicles Act (Act 53 of 1985).
  1. **Incoming assets/private property**
* All incoming private furniture, equipment (including electronic) tools, etc must be declared at security upon entering the premises.
* The Security Officer on duty shall record such furniture, equipment (including electronic) tools, etc in the relevant register.
* Any instrument or equipment that may be used to record or reproduce information such as camera or voice recorder will not be allowed to enter the premises without authorisation.
* NB: It is the responsibility of the visitor visiting premises to declare his/her private property to Security upon entry. Failure to do so will result in the property being confiscated and only returned upon proof of ownership is produced.
  1. **Visitors with firearms**
* No private firearms and ammunitions are allowed on the University of Venda premises.
* All private firearms and ammunitions must be declared on entry together with proof if Identity and firearm license. Details of the firearm must be logged into the firearm register and the weapon must be made safe by removing the magazine. Both firearm and magazine with ammunitions must be placed in a safe in the presence of the Security Officer with the key to the safe handed over to the visitor. Firearms without license will not be accepted for safekeeping and such visitors will be denied access into the premises. The Security Supervisor will be informed for further action.
* Members of SAPS, SANDF and Security Agencies entering on official capacity are allowed to enter with their firearms in line with Control of Access to Public and premises and Vehicles Act 53 of 1985.
  1. **Prohibited substances**
* No alcohol or illicit drugs are allowed on the University premises.
* Any person suspected to be under the influence of or in possession of any prohibited substances shall be refused access into the premises of the University.

NB: In the case of illicit drugs being discovered during search by Security Officer, The person will be taken into custody and the South African Police Services notified of the offence.

**7. Types of Visitors**

**7.1. VIP visitors**

* Arrangements shall at all times be made by the management with security section being informed of the visit in advance.

**7.2. Members of Emergency and Response Units**

* All identified South African Police Service (SAPS) and other government security agencies Personnel have authority to enter a security controlled area without being searched if entering in the performance of their duties as per Control of Public Premises and Vehicles (Act 53 of 1985). Identified Ambulance and Fire Brigade personnel will also be allowed access without being searched into the building if entering in official capacity.

**7.3. Hawkers/sales people**

* Strictly not allowed to enter the premises and it is security’ responsibility to ensure that access to the premises is prohibited, unless the visit has been authorised and scheduled with security section being informed.

**8. Conclusion**

* Although access control is but one measure in the physical protection systems, it is one of the most important measures that could decisively influence the effectiveness of the entire security system.
* Due to the special importance of security at the University of Venda, Security Officers play an important role in the daily operations and towards the success of the University’ business sustainability.
* Loss, damage or injuries to visitors: Visitors enter the premises at their own risk and since Occupational Health and Safety Act as well as Compensation for Occupational Injuries and Diseases (Act 61 of 1997) are applicable to workplaces only, University of Venda will therefore not be liable for any loss, damage or injury sustained to any contractor, supplier or visitors during his/her visit in the premises.

**This procedure will be effective until alternative procedures are approved by the University Management.**

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| **ITEM** | **NAME** | **JOB TITLE** | **SIGNATURE** | **DATE** |
| **DEVELOPED BY:** | **MULAUDZI RATSHILUMELA** | **HEAD OF SECURITY** |  |  |
| **RECOMMENDED BY:** | **ADV AE MUSHAVHANAMADI** | **HEAD: CAMPUS CONTROL** |  |  |
|  |  |  |  |  |