

DEPARTMENT of PUBLIC SAFETY

Memorandum

Date: August 29, 2022
To: Coppin State University Community
From: Chief of Police, Dameon R. Carter, Sr., MSM
Subject: **Coppin State University Academic Year Building Access**

Coppin State University (CSU) is preparing for a SAFE return to campus for the 2022 Academic Year.

CSU is committed to reducing the risk of COVID-19 transmissions and is following the guidance of the Centers for Disease Control and Prevention (CDC) and state and local public health officials. CSU will be a “mask optional” and low-density campus.

Coppin State University Employee or Student ID Card (Eagle Cards) will be required for all Faculty, Staff, and Students to access campus buildings. Campus Facilities will be assigned to a unlock, card only, or lock status. If campus facilities/buildings are set to UNLOCK mode, you will have the ability to enter the building without restraint. If the Campus facilities/buildings are set to card-only mode, the buildings will be accessible via eagle card. When, for security purposes, the campus facilities/buildings are set on **“LOCK”** mode, you will have to call campus police at 410-951-3900 and ask to be granted access. Anyone requesting to enter a building on **“LOCK”** mode will have to display an expressed need to do so, or entry will not be granted.

Campus Facilities/Buildings will be designated to “Card Access” status unless otherwise noted in the individual building information listed below. “Card Access” means that individuals will need to use their Eagle Cards to enter campus Facilities/Buildings. CSU Facilities/Buildings have HID ProxPoint Devices at the entrance door of the Facilities/Buildings. Utilizing (touching or waving) your ID Card on or close to the HID ProxPoint Device will unlock the door and allow admittance into the Facilities/Buildings.

Anyone who does not have an Eagle Card should contact Eagle Card Services at 410.951.3572 to schedule a time to obtain an Eagle Card.

The following section provides information for each individual building.

- **Residence Halls (Daley and Dedmond)** will be accessible **“CARD ONLY”** with an Eagle Card 24-Hours/7Days a week.
 - Residents of Daley/Dedmond Hall will *only* have access to their authorized building.

- **Talon Center** will be unlocked:
 - **Monday-Friday** 6:00 AM until 5:00 PM. After 5:00 PM the building will be **“CARD ONLY”** and accessible with an Eagle Card until 9:00 PM; After 9:00 PM the building will be placed on **“Lock”** mode and not accessible via Eagle Card.

 - **Saturday-Sunday** 9:00 AM until 8:00 PM the building will be accessible via **“CARD ONLY”** with an Eagle Card.

- **Miles W. Connor Administration Building** will be unlocked:
 - **Monday-Friday** 6:00 AM until 5:00 PM. After 5:00 PM the building will be **“CARD ONLY”** and accessible with an Eagle Card.
 - **Saturday-Sunday** the building will be placed on **“Lock”** mode and not accessible via Eagle Card.

- **Grace Hill Jacobs Building** will be **“CARD ONLY”** and accessible with an Eagle Card:
 - **Monday-Friday** 8:00 AM until 10:00 PM.
 - **Saturday** 9:00 AM until 2:00 PM
 - **Sunday** the building will be on **“LOCK”** mode and not accessible via Eagle Card.
 - **Revolving doors** in the Quad which will be **“UNLOCKED”** Monday-Friday 8:00 AM until 5:00 PM

- **James Weldon Johnson Auditorium** will be **“CARD ONLY”** and accessible with an Eagle Card 24-Hours/7Days a week.

- **J. Millard Tawes College Center** will be **“CARD ONLY”** and accessible with an Eagle Card
 - **Monday-Saturday** 7:00 AM until 11:00 PM
 - **Sunday** 9:00 AM until 10:00 PM



- **Parlett Longworth Moore Library** will be **“CARD ONLY”** and accessible with an Eagle Card
 - **Monday-Thursday** 8:00 AM until 11:00 PM
 - **Friday** 8:00 AM thru 5:00 PM.
 - **Saturdays** 10:00 AM until 4:00 PM
 - **Sundays** 2:00 PM until 6:00 PM.
- **College of Business/ Percy Julian** is **CLOSED** due to the renovation project.
- **Science and Technology Center (STC)** will be **“CARD ONLY”** and accessible with an Eagle Card:
 - **Monday-Friday** 8:00 AM until 10:00 PM
 - **Saturdays** 9:00 AM until 2:00 PM
 - **Sundays** the building will be on **“LOCK”** mode and not accessible via Eagle Card.
- **Health and Human Services Building (HHSB)** will be **“CARD ONLY”** and accessible with an Eagle Card
 - **Monday-Friday** 8:00 AM until 10:00 PM
 - **Saturdays** 9:00 AM until 2:00 PM
 - **Sundays** the building will be on **“LOCK”** mode and not accessible via Eagle Card.
- **Child Development Center of Goodwill (CDCG)** will be **“CARD ONLY”** and accessible with an Eagle Card 24-Hours/7Days a week.
- **Physical Education Complex (PEC) – Administration (H-Lot Entrance)** will be unlocked:
 - **Monday-Friday** 6:30 AM until 5:30 PM
 - **Saturdays-Sundays** the building will be **“CARD ONLY”** and accessible with an Eagle Card.
- **Physical Education Complex (PEC) – Fitness Center & PEC 108** will be **“CARD ONLY”** and accessible with an Eagle Card
 - **Monday-Friday** 7:00 AM until 8:00 PM
 - **Saturdays-Sundays** the building will be on **“LOCK”** mode and not accessible via Eagle Card.

*Hours of Operation are subject to change.

- **Physical Education Complex (PEC) – Aquatics (Door 121) will be CLOSED until further notice.**

*Hours of Operation are subject to change.

At the close of business, buildings will be cleared and secured by a uniformed officer. Individuals remaining inside of the closed building will be asked to identify themselves. Officers will notify the Public Safety Communication Center of the number of persons inside of the building. Communications will document the incident in the CAD system under the note section within the original Building Walk-Thru/Check entry.

If you need to access any of the above-listed buildings after business or class hours, please contact the Coppin State University Department of Public Safety at 410.951.3900. You will need to have your CSU Employee or Student ID Card with you.

To assure you have proper access, you must contact your Supervisor, Director, Dean, or Chairperson/VP to have your name placed in the system at the Coppin State University Department of Public Safety. The point of contact for this process is Ms. Tera Timmons at 410.951.3905 or via email: ttimmons@coppin.edu.

All measures have been implemented with your safety in mind. CSU Public Safety believes, "Security and Safety is Everyone's Business."

Chief Dameon R. Carter Sr. MSM
Chief of Police and Director of Public Safety