Building Access Policy and General Security Reminders

Welcome to Seton Hall Law School. This building is open to all members of the Seton Hall University Community – students, alumni, employees (and their guests) along members of the bench and bar. In order to provide a secure environment for all, the following access policy will be adhered to:

Effective immediately, and until further notice, all individuals entering the Law School premises shall be required to produce identification.

Seton Hall employees and students will be requested to present their Seton Hall identification cards. If unavailable, and unknown to security personnel, those individuals without proper identification shall produce another form of identification (preferably with a photograph), i.e. driver’s license, etc. If a Seton Hall student or employee does not have any proof of identification in his or her possession, they must sign the log and state the reason/s for their entrance into the Law School premises.

All visitors to the Law School must produce identification prior to being allowed entrance. Alumnae of SHLS and other practicing attorneys must provide proof that he or she is a Member of the Bar currently IN GOOD STANDING. Visitors must then sign the visitors’ log and be issued a visitors’ pass which must be collected upon their exit from the premises. Visitors coming to meet a significant other, friend, etc. of a member of the Law School Community must be first authorized by that person, preferably in person.

As previously directed, food vendors shall not be allowed access into the building—individuals ordering food must respond to the security desk to retrieve their food.

Packages coming into this building will also be scrutinized for security purposes.

Please utilize your professional and appropriate discretion when implementing these security measures.

Also, below you will find a few reminders to maintain a safe and secure environment:

1. Do not leave your wallet, purse, laptop or any other valuable unattended even for a minute. If you work here, please utilize your desk keys to secure your personal items.

2. Increase your awareness of what’s going on around you both when in and outside the building. Contact Security at ext. 8725/8130 with any concerns.
2. Utilize the shuttle service whenever possible. The shuttle operates from 6:00pm-1:00am daily (5:00pm-1:00am during Eastern Standard Time).

Please feel free to contact the Security Manager should you have any questions regarding the contents of this policy.

(Rev. July, 2011)