

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 with 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.

All visitors to the Law School must produce identification prior to being allowed entrance. 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.

As previously directed, outside 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 valuables 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.
3. Utilize the shuttle service whenever possible. The shuttle operates from 6:00 pm – 12:00am daily (5:00 pm – 12:00am during Eastern Standard Time).

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

(Rev. August 2021)