

ACCESS TO CLOSED BUILDINGS

Staff Access

A member of the staff who desires access to a closed building and who has a building key should enter the facility as usual.

If the staff member does not have a building key, he/she should have the campus security guard open the building for access. If the staff member is not known by the security guard, he/she may be asked to show a form of staff identification. (It is recommended that those staff members who need access to a closed building on a weekend call the College campus security telephone number (784-5261 or 784-4134) before leaving for campus. This will save the staff member from having to track down the security guard or using the outside public telephone to contact campus security).

Student Access

1. The Continuing Education Building frequently has short courses and other activities which require it to be open on Saturdays. Also, students enrolled in educational data processing courses are allowed to use the terminals located on the first floor of the Careers Center from 9:00 a.m. to 1:00 p.m. on Saturdays during the academic semesters. Also, on some occasions, students who take the ACT Test or the AC Placement Test on Saturdays have to use the College Center or the Testing and Learning Center in the Humanities Building.

With these three exceptions noted in (1) above and only under special or extenuating circumstances (section d below) will students be allowed access to any building when it has been closed on a weekday or any time on Saturday or Sunday.

- a. No student will be permitted to enter a closed building unless the student's instructor or another member of the College staff is present to supervise the student. This applies to all students, including work-study students assigned to a particular instructional area.
- b. No student should ever be given a building key by a staff member. If any students, including work-study students, now have building keys, these keys must be returned immediately.
- c. Students who need to get into their locker or to make a quick trip to a classroom or laboratory to pick up an item will be allowed to do so accompanied by the campus security guard. These students will not need any special permission to gain access to a closed building.
- d. There may be occasion because of special or extenuating circumstances under which a student may have the need to work in a closed building. This student must be supervised by a member of the College staff during the time in the building. Under these circumstances, the student may be issued a permission slip to be allowed entrance to the indicated facility.

On this permission slip the instructor will indicate the date, time, building, and reason for this student's building access.

The permission slip will have three copies (the original and two carbon copies). Upon completing the form and issuing it to the student, the instructor will keep one copy. The student will provide College security with another copy upon entrance to the indicated facility. The student will retain the other copy for his/her own purposes. Campus security will also log in all entrances to the building after it is closed for detailed security records.

If a campus security guard permits entrance to a student with a permission slip and no College personnel is present in the building to supervise the student, the student will not be allowed to remain in the facility. Only when a staff member arrives to supervise the student will the student be granted permission to remain in the building.

2. Any student found in a closed building without an authorized permission slip from an instructor or staff member will be immediately escorted from the building by campus security. The student will indicate to the security guard:
 - a. how he/she gained access to the building; and
 - b. his/her reason for being in the building.

The student's name will be forwarded to the Dean of Student Services and the Director of Physical Plant, Maintenance, and Security who will investigate the circumstances of the incident. Charges of illegal entry and trespassing may be made against the student based on the outcome of this investigation.

Section 07
Org. 1980
Rev.

07.016 – Page 3
All College
Access Closed Bldgs.