



TITLE: ADMINISTRATIVE PROCEDURE NO. 3040

ACCESS TO BUILDINGS AND FACILITIES DURING NON-OPERATIONAL HOURS

- 1.0 Providing and maintaining access to buildings and facilities of Oklahoma City Community College (OCCC) is the responsibility of both the Facilities Management and Campus Police Departments. To provide for the security of the buildings and facilities, facilitate the efficient completion of maintenance and other special projects, conserve energy and minimize potential liability to the college, OCCC prohibits the presence of students, employees, contractors and visitors in OCCC buildings during non-operational hours, except as described below.
- 2.0 During non-operational hours all buildings are secured by the Campus Police Department. Access during non-operational hours is by key by Campus Police Department officer only. Some employees have authorization to utilize an issued key. These employees must advise the Campus Police Department of their presence in the building during non-operational hours. All others must gain non-operational hour access through direct contact with the Campus Police Department.
 - 2.1 Individuals with keys seeking access will contact the Campus Police Department by utilizing a telephone or campus Call Box. They will provide the purpose for entering the building. They will also notify Campus Police when they have completed the purpose of their visit and have left the building.
 - 2.2 Individuals without authorized keys seeking access to the Main Campus Buildings must contact the Campus Police Department via the call boxes in the parking lot or 682-7872. They will advise the officer of the purpose of their visit, the entry they wish to utilize for access and provide identification. The Campus Police Department must be notified when the individual leaves the building.
 - 2.3 Individuals without keys seeking access to buildings not on the main campus will contact the Campus Police Department using a telephone or campus Call Box. Officers will arrange to meet them at the off campus building and verify their identification and reason for non-business hour access. Campus Police must be notified when the individual leaves the building.
 - 2.4 Contractors needing access to buildings during non-operational hours must have pre-approved authorization from the appropriate OCCC administration. Campus Police Department personnel will not allow any unauthorized access to contractors. Contractors will notify the Campus Police Department when their work is completed and when they leave the building.
 - 2.5 For building access during extended closing periods including, but not limited to, winter or spring break or events during non-business hours.

- 2.5.1 Contractors must have pre-approved authorization from the appropriate Presidents' Cabinet member or designee.
- 2.5.2 All employees must have pre-approved authorization from their President Cabinet member or designee. However, employees may request access to OCCC buildings from the Campus Police Department officer on duty for special circumstances requiring brief access, such as when the employee needs to retrieve work materials or other items from the employee's workspace.

3.0 The Campus Police Department will document all non-operational hour access provided to OCCC employees and contractors.

Adopted: September 24, 2012

Effective: November 1, 2012