

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.40
		ADMIN. CODE:	3362-4-17
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	1/22/90
SUBJECT:	BUILDING SECURITY	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

Generally, the buildings and facilities of Shawnee State University are available for use by full-time employees of the University for educational purposes.

## 1.0 Hours

- 1.1 Under normal circumstances, the buildings will be open for business and outside doors will be unlocked from 7:00 A.M. to 11:00 P.M. Monday through Friday and on other days as official class schedules require.
- 1.2 AFTER 11:00 P.M. Monday through Friday, on weekends and on University holidays, building outside doors will be locked. Any deviation from these hours shall be approved by the President or his designated representative when educational program or community service needs are identified in accordance with the Space Reservation process.

## 2.0 Alarm System

After 11:00 P.M., and until 7:00 A.M. (every day) building alarms will be turned on by University Security

## 3.0

### Keys and Codes

- 3.1 When authorized by a Vice President, keys to buildings and alarm codes or alarm keys may be issued to a University employee if the employee's work requires access to a building at times when outside doors are locked and/or alarms are activated - see Key Control Policy, section 7.
- 3.2 All persons accessing a building at times when the alarms are activated (11:00 P.M. to 7:00 A.M.) shall log in their arrival by calling Security immediately upon de-activating the alarm and entering the building/office (355-2232 or ext. 232). The same person must log out his/her departure with Security immediately before leaving the building.
- 3.3 Employees who wish to remain in a building after 11:00 P.M. shall log in their presence and estimated duration of their stay with University Security before 11:00 P.M. The same individuals shall log out their departure with Security immediately before leaving the building.

- 3.4 Security will monitor the number of persons in each building and upon determining that a building is vacated, will re-activate the alarm system.
- 3.5 The appropriate Vice President shall determine who receives keys to which buildings. Care shall be exercised so that the decision to authorize building access does not compromise building security and that a building entrance key and/or alarm key/code is **essential** to the recipient's work at the University.