

COUNTY COLLEGE OF MORRIS

Business and Finance Division Procedures

Subject: ACCESS TO COLLEGE BUILDINGS AND FACILITIES
WHEN CLOSED

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Date: 6/27/2019

General

The College restricts access to its buildings and facilities when the College is closed. Employees wishing to access campus buildings or facilities when the College is closed must be approved to do so by a cabinet level officer. Employees who enter any building or facility during restricted hours without having prior authorization are subject to immediate removal and possible disciplinary action.

College buildings and facilities are open one hour prior to the beginning of day classes or other events, and are closed forty five (45) minutes upon the conclusion of evening classes. Upon closure, all individuals must vacate campus buildings and facilities. During all time periods when campus buildings and facilities are closed, including Saturdays, Sundays, approved holidays, emergency closings, delayed openings or by declaration of the President, no access is permitted except for assigned employees, i.e. Public Safety, Plant, and Information Systems employees. All other employees are prohibited from entering campus buildings and facilities unless authorization is provided by the appropriate cabinet level officer.

Authority

President
Vice President for Business and Finance

Responsibility

Cabinet Level Officers
Director of Public Safety
Public Safety Officers on Duty

Procedure

1. Requests to enter college buildings or facilities when the college is closed should be processed through the employee's cabinet level officer and, if access is requested in an area outside the employee's division, the cabinet level officer responsible for that area also. The campus e-mail system is considered an appropriate means of communication. The employee's cabinet level officer will confer with the Vice President for Business & Finance to determine if approval can be granted and will notify the requesting employee regarding the status of the request.

Requests should include the following information:

- Name
- Office extension
- Off Campus telephone number in the event of any change
- Building/Facility name
- Room number or area of campus where access is desired
- Telephone extension where work will be performed
- Purpose for the request
- Date(s) of occupancy
- Estimated time you will arrive
- Estimated time you will leave

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2. Upon approval, the Vice President for Business & Finance will notify the Director of Public Safety or his designee who will notify the security staff in advance regarding the authorization.
3. Employees who are authorized to access a building or facility during the hours when the College is closed must sign in at the Public Safety dispatcher desk upon arrival on campus.
4. Prior to exiting, the employee shall contact the Public Safety dispatcher desk at extension 5550 to advise that he/she is leaving the area or facility.
5. An officer will be dispatched immediately to the area or location for the purpose of ensuring that it is secured and in order.

Unanticipated request to retrieve items:

1. Employees who wish to retrieve items from their assigned work area may contact the Public Safety dispatcher desk for assistance during periods when the College is closed.
2. A Public Safety Officer will escort the employee to their assigned work area and remain present until the employee has retrieved the desired item(s). The officer will ensure that the accessed areas are secured and the employee is escorted out of the building. The desk dispatcher will log the event in the incident report daily log.

Unauthorized entry or use:

In the event that an unauthorized individual is detected by a security officer within a College building or facility, in violation of this Procedure, the Director of Public Safety or his designee shall be notified at once and the individual will be immediately escorted off campus. The Security Officer who made the discovery shall prepare and submit an Incident Report to the Director of Public Safety. This information will be provided to the appropriate cabinet level officer.