

## LOCKING AND UNLOCKING BUILDINGS

The purpose of this policy is to ensure a safe and secure environment exists for all students, employees, and visitors to the campus.

### 1. General

At main campus and EWCHEC-Hutto, the automated locking system will unlock all buildings prior to normal hours of operation. Designated personnel assigned to centers not equipped with an automated locking system will unlock all buildings prior to normal hours of operation. Instructors and staff members will open their assigned classroom, lab, and/or office before class or their assigned work period begins; then, they will lock the classroom, lab, and/or office when the class is dismissed or at the end of their assigned work period.

At main campus and EWCHEC-Hutto, the automated locking system will lock all buildings at the close of normal hours of operation or other time designated by appropriate personnel. Designated personnel for buildings assigned to centers not equipped with an automated locking system will secure and lock the building(s) after all occupants have vacated the premises.

- A. The instructor, full or part-time, may be issued keys to his/her assigned work area(s) in accordance with the Keying Policy. Offices, classrooms, and labs will be opened by the instructor during his/her assigned work hours. At the end of the assigned work hour period, the instructor will close and lock the door to his/her assigned area. The instructor and/or staff member may reopen his/her assigned classroom/lab during office hours and will regularly check on the students that remain. Regularly is defined as every 20 minutes. The instructor and/or staff member will lock the classroom/lab when no students remain or if the instructor and/or staff member is leaving the campus. If the instructor is leaving the campus and no departmental staff members are present, the instructor will ask the student(s) to vacate the classroom/lab. Students who have received written authorization for a specified period prior to that day and time from the Vice President, Educational Services (VPES) will be allowed to remain (See Section 2A). Exceptions to this policy must be approved in writing by the VPES.
- B. The staff member, full or part-time, may be issued keys to his/her assigned work area in accordance with the Keying Policy. Offices will be opened by the staff member during his/her assigned work hours. At the end of the assigned work hour period, the staff member will close and lock the door to his/her assigned area.

### 2. Normal Hours of Operation

Hours of operation will vary for each building and will vary according to time of

year.

### 3. Building Usage Outside the Normal Hours of Operation

It is recognized there may be times when students or employees will need access to College buildings during times that are not part of the normal hours of operation.

#### A. Individual Temple College (TC) Students:

When building access is required for courses or research, the Temple College faculty member and student will request written authorization from the Department Chair, the Division Director, and the Vice President, Educational Services. (See Student Building Usage Authorization form). Campus Police will acknowledge and sign the form but are not the entity providing authorization. It is suggested that another student accompany the individual receiving access but the other student must also receive written authorization through the same processes. When authorization is granted, the TC faculty member will notify Campus Police providing the student(s) name, purpose of building access, time(s) and date(s) of entry, and emergency contact information should a situation arise with the student's access. The VPES will provide executed copies of the Student Building Usage Authorization form to the parties involved in utilizing, authorizing, or providing building access in an electronic format or hard copy that is determined by the VPES (see Student Building Usage Authorization form). Access to buildings will be provided by Campus Police. Neither keys nor swipe cards will be issued to students.

It is recommended that the student(s) carry a copy of the authorization form and picture ID-driver's license, TC ID Card, etc.-to clarify any access issues. Any disruptive behavior exhibited and/or unauthorized access gained by the student(s) during this time period will result in removal from the property and will be referred to the VPES. No person other than the student(s) will be allowed access.

#### B. Faculty or Staff Access:

Faculty or staff may need building access outside normal hours of operation due to work requirements. It is suggested, although not required, that the individual contact Campus Police and notify them of their presence whenever they are in the building outside of the normal hours of operation.

#### C. Security of Simultaneous Use Locations:

When classes meet outside the normal hours of operation, the College may have limited personnel on campus, making the supervision of students in multiple classrooms or classrooms in adjacent buildings difficult. The TC faculty member will notify Campus Police at the beginning of each

semester when courses meeting outside the normal hours of operation will require students to be split in multiple classrooms or classrooms in adjacent buildings. The TC faculty or staff member will regularly check in with the students in each classroom under his/her supervision during class times. Students will need to vacate the buildings when the class is dismissed unless the faculty or staff member remains on site as the supervising party.