

## UNIVERSITY BUILDING SECURITY AND UNLOCK POLICY

### POLICY:

Hours for public access to University facilities will be established for each building considering the input of occupants. Default restricted access hours for all campus buildings will be 10:00 PM through 7:00 AM weeknights and through the weekend. Temporary or permanent alternate access hours can be set by the Colorado State University Police Department (CSUPD) and Facilities Management with input from Deans, Directors, Department Heads, Building Proctors or Facilities Management Event Support Staff.

Individuals issued keys are expected to use them properly to lock and unlock facilities for which they have been authorized access (*see Keys and Masters Keys Policy, Security – 6*). They are expected to carry their keys with them for use while on campus. Building occupants that do not have keys with them or have not been issued keys are expected to work out a plan with the Building Proctor for access to the building during business hours.

People, who are locked out of their offices, labs or other, during business hours, must contact their department office, proctor, department head or dean for access. Facilities Management and police personnel will refer such requests to these sources for resolution. On-call or other available staff should handle lock out when possible in Residence Life facilities.

ANYONE wishing to enter a building, classroom, or office during restricted access hours MUST have his or her own keys. Units and areas that operate within these closure hours must staff the area or MAKE ARRANGEMENTS for access with appropriate personnel in advance. CSUPD (491-6425) will unlock doors after business hours when proctors are unavailable and the following conditions exist:

- a. A life threatening situation (i.e. medical, personal safety). The requesting party must provide proper identification.
- b. Other emergency (i.e. locked out with keys inside building). The requesting party must provide proper identification and proctor or responsible person authorization.

These measures will ensure that ONLY authorized, currently employed or approved persons are allowed access to any building or facility. This policy will enhance the accountability of individuals who hold keys to the University and the overall security of the campus.

### CONTACT:

University Police Department (CSUPD)

491-6425