

Building Access and After-Hours Security	Procedure Number	592
	Effective Date	1-1-19

1.0 PURPOSE

To establish the guidelines for operational building hours and after-hours access to UA-PTC premises and facilities.

2.0 REVISION HISTORY

Adopted on:
August 2010
Revised on:
March 2015

3.0 PERSONS AFFECTED

Employees, students, and visitors to UA-PTC.

4.0 DEFINITIONS

5.0 PROCEDURES

The following policy regarding building security has been adopted to ensure the safety of all UA-PTC students, faculty, staff, and visitors. It is intended to help ensure to properly monitor and secure all college facilities.

Hours of Operation: 2

North Little Rock-Main

- Monday-Friday 7:00am-10:00pm
- Saturday 7:00am-5:00pm
- Sunday Closed

Little Rock-South

- Monday-Saturday 7:00am-10:00pm
- Sunday Closed

Summer hours of operation at all UA-PTC sites will vary depending on class schedules. Any changes in hours will be approved by the Chancellor or Provost and will be announced to the campus community via website.

The PTC Police and Public Safety Office is responsible for opening UA-PTC facilities for regular business hours and for locking all facilities at the close of the business day. UA-PTC police will also have the responsibility of alarming the facilities each evening.

Campus access after-hours will be limited to faculty and staff who have been approved by the Chancellor. Except during supervised, college sponsored events, students WILL NOT be permitted to have access to facilities outside of UA-PTC hours of operation.

Faculty and staff who are given after hours privileges will be issued a building access card. Faculty and staff wishing to request a building access card should complete a Building Access Card Request Form. Once completed, the form should be submitted to the appropriate Vice-Chancellor for review. Upon receipt of the approved request, the Director of Police and Public Safety will issue a building access card to the approved employee. All faculty and staff

receiving approval for building access cards should consider that all entries into UA-PTC facilities via access card are monitored. Under no circumstances should a UA-PTC employee allow others to utilize or take possession of their access card. Additionally, faculty and staff who choose to utilize UA-PTC facilities after hours should note that UA-PTC police officers are not available when PTC is officially closed. For this reason, faculty and staff are requested seek permission for their after-hours use of facilities by the Chancellor. After-hours access granted to an employee may be revoked at any time at the discretion of the Chancellor

If campus facilities are needed outside of regularly scheduled hours of operation for a college-sponsored event or for a publically outsourced event, the Office of Police and Public Safety will be notified at least one week prior to the event. This is to ensure that there is adequate time to properly staff the event.

A number of key controls have been developed to assist in campus security. Staff will be issued appropriate keys for the buildings to which they need access as determined by the appropriate supervisor. If additional keys are needed, supervisors may make requests for keys, along with the justification, to the Office of Human Resources. No employee may duplicate a key. Lost keys should be reported immediately to the Office of Human Resources. All keys must be returned upon resignation or termination of employment as a condition of receiving final pay.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	UA-PTC Policy Review	Oct, 2018
Ratified by:	UA-PTC Public Safety	Jan, 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	Feb, 2019
UA Policy Alignment:		

