2.20 ACCESS TO CAMPUS FACILITIES

Last Revised: January 2011

Policy Statement: All buildings will be locked and secured after regular working hours for the protection of College employees, students, and property. Most campus buildings are open from 7:30 a.m. to 10:00 p.m.

Purpose/Definitions: N/A

Approval Authority/Monitoring Authority: The Coordinator, Building and Grounds has the monitoring authority for this policy.

Procedure: Full-time College employees are required to wear their issued name badges while on the College’s campuses. Students are required to obtain a student identification card and to carry this card with them while on the College’s campuses. Students are required to produce the identification card if requested.

Keys are provided to individual employees on a need-to-enter basis as determined by the appropriate supervisor. They are issued for the sole purpose of conducting College business, and an authorized individual shall not allow a key to be used by any unauthorized person. All keys remain the property of the College and shall be returned upon request or termination of employment. The loss or theft of any key shall be reported immediately to the office of the Vice President, Administrative Services. Unauthorized duplication of keys is prohibited.

Legal Citation: G.S. 115D-20(7)

History: Effective October 2001, reviewed October 2010