

Greenfield Community College - Department of Public Safety

Access to Locked Buildings/Rooms Policy

Revised October 11, 2007

1) Policy Considerations

- a) The need for some regular college employees to have access to their regular work areas outside of regular college business hours.
- b) The need for some work-study students, monitors, and contract employees to have access to their work areas, or to other specific areas, outside of regular college business hours and/or at times when rooms/areas are locked.
- c) The academic need for some students to have access to otherwise locked buildings/rooms during certain time periods.
- d) Safety and security concerns regarding people being in buildings/rooms at times when there are few, if any, other people around.
- e) Public Safety staffing - ability to adequately monitor occupied areas, impact of letting people into building/rooms on other shift responsibilities, etc.
- f) Response to requests for access to locked buildings/rooms may be delayed if there are higher priority Public Safety calls/events.

2) Access Authorization

- a) Regular College Employees
 - Generally, employees do not need special authorization to access their own work areas, or shared/common work areas of their department, outside of college business hours
 - Those wishing to access other areas would need authorization from a person who has control over that area (see Section 2d below).
- b) Students, Work-Study Student Employees, Monitors, Contract Employees, etc.
 - Advanced access authorization is required from a person who has control over the specific room/area (see Section 2d below).
- c) Access to Retrieve Personal Items (Students & Employees)
 - Those who need access to locked building/rooms to retrieve a personal item left behind do not need advance authorization. If outside of Public Safety office hours (see Section 5 below), please contact us 15 minutes before your arrival on campus, whenever possible, so that an officer can arrange to meet you at a specific location.
 - Be prepared to show a photo ID to the officer.
 - Be prepared to provide sufficient information to the officer about the item being yours.*
 - A Public Safety officer will escort you in and out.*

** Note: Last two bullets in this section do not apply when an employee is retrieving an item from their own work area or shared department work area to which they are authorized.*

d) Authorization Process

- When authorizing access, the authorizing employee will submit to Public Safety the names of those being permitted access, the hours of access (if more restrictive than the hours listed later in this policy), the rooms/areas to be accessed, the starting and ending dates of the access authorization, and other information requested by Public Safety.
- A form, available at the Public Safety website (www.gcc.mass.edu/offices/safety/forms.html), will be used to authorize access. If the form is not readily available, the authorizing employee may:
 - (1) Submit a typed, or clearly hand-written, memo that contains all of the information that the form asks for. Employee's signature is required on such memos.
 - (2) Send an email (from their GCC account) that contains all of the information that the form asks for. *Important: Please be sure that all of the required information is in the form or substitute email/memo.*
- To ensure that the access information gets to Public Safety employees in a timely fashion, please do not send or email to a particular Public Safety person. Rather:
 - (1) Mail completed and signed form, or substitute memo, to "Public Safety"
 - (2) Attach completed form to an email, or send substitute email, to **PublicSafety@gcc.mass.edu**. Such emails must be from a GCC employee email account to ensure authenticity.

- The authorizing employee will decide, based upon the nature of the work and/or security issues, if a student requires a monitor, or other student, to be present.

3) Access Procedures

- a) During Public Safety office hours (see Section 5 below for hours):
 - Call Public Safety (x-1212 or 775-1212).
 - Stop by the Public Safety Office (South 110).
- b) Outside Public Safety office hours (see Section 5 below):
 - Call Public Safety (775-1212) 15 minutes before your arrival on campus.
 - (1) Give the officer your name. If other than an employee accessing their own work area, the officer will need to verify that your name is on the access list.
 - (2) The officer will arrange to meet you at a specific location.
 - (3) Please have photo ID available for officer.
 - If an employee and you let yourself into a locked building, please let Public Safety know in advance of entering the building so that the on-duty officer will know why the exterior door alarm activates.**
 - Before leaving a building when the exterior doors are locked, please call Public Safety so that the on-duty officer will know why the exterior door alarm activates.**
- c) Downtown Center
 - Generally, employees who need access outside business hours have been issued keys. Please call Public Safety when you arrive and leave.
- d) If there are time limitations to your access authorization (outlined below in this policy or specified by the authorizing employee), it is expected that you depart at or before this time on your own.
- e) Students who have been let into a locked area will not let others students in. All such access to locked areas must go through the on-duty Public Safety officer.

4) Access Hours

- a) Regular College Employees
 - Generally there are no day/time restrictions for employees seeking access to their own work area or a shared/common work area of their department.
 - Access days/times to other areas is governed by the employee who authorizes the access.
 - If the college is closed due to weather conditions, only those employees designated as “essential personnel” are permitted to be in campus buildings.
 - There may be other times when the President, or his/her designee, closes buildings and restricts access.
- b) Work-Study Student Employees, Monitors, Contract Employees, etc.
 - In general, access days and times are governed by the employee who authorizes the access.
 - If the college is closed due to weather conditions:
 - (1) Work-study students and student monitors are not permitted in campus buildings.
 - (2) Contract employees will not be allowed in campus buildings unless they are designated as “essential personnel” and/or have special authorization.
 - There may be other times when the President, or his/her designee, closes buildings and restricts access.
- c) Students (academic related)
 - In general, academic-related student access is restricted to the days and times listed below. The authorizing employee may, however, may authorize more limited access.
 - General – including fall/spring/summer terms as well as winter intercession (not shut-down period) and spring recess. Note restrictions in subsequent bullets.
 - (1) Monday through Thursday – access permitted 7am to 11pm
 - (a) Buildings unlocked 7am to 10pm
 - (2) Fridays – access permitted 7am to 9pm
 - (a) Buildings unlocked 7am to 5pm
 - (3) Saturdays – access permitted 10am to 6pm
 - (a) Main Building unlocked 10am to 6pm (subject to change if classes are held earlier/later).
 - (b) East Building unlocked 10am to 4pm (subject to change is classes are held earlier/later)

- (4) Sundays – access permitted 10am to 6pm
 - (a) Generally, buildings are not unlocked on Sundays unless classes/events are scheduled.
 - (b) For the last 4 Sundays of the Spring & Fall semesters, designated South Wing exterior doors are unlocked from 10am to 6pm – handicapped accessible doors on lower level by the Sloan Theater and the first floor doors by the Public Safety Dispatch Center.
- Thanksgiving Break
 - (1) Wednesday – access permitted until 9pm
 - (2) Thursday & Friday – no access
 - (3) Saturday & Sunday – access permitted 10a to 6pm
 - (a) Buildings unlocked on Saturday only if there are scheduled classes.
 - (b) Designated South Wing exterior doors unlocked 10am to 6pm - handicapped accessible doors on lower level by the Sloan Theater and the first floor doors by the Public Safety Dispatch Center.
- Winter Shut-Down - College is closed; all buildings are locked
 - (1) No access during this time.
- Staff Development Day - No day classes held; evening classes as scheduled.
 - (1) No access during the day.
 - (2) Evening access as usual (4pm and on)
- Holidays
 - (1) No day classes held; evening classes as scheduled.
 - (a) Access permitted 4pm to 11pm.
 - (2) No day or evening classes held.
 - (a) No access day/evening.
- Inclement Weather Closures
 - (1) If the college is closed due to weather conditions, students are not permitted to be on campus or in campus buildings.
 - (a) College cancels only day classes and/or announces a daytime closure.
 - No student access until 4pm.
 - (b) College cancels only evening classes and/or announces an evening closure.
 - No student access after 4pm.
 - (c) College cancels both day and evening classes and/or announces both a day and evening closure.
 - No student access all day.
 - (d) College announces class cancellation and/or college closure during the day or during the evening.
 - Student access privileges end at the time of closure.
- There may be other times when the President, or his/her designee, closes buildings and restricts access.

5) Public Safety Department Information

- a) Availability
 - 24 hours a day
 - When the Public Safety Office is not staffed, continue to call 775-1212 for general business, and 775-1111 for emergencies, and these calls will be transferred to the portable radio of the patrol officer.
- b) Office Hours
 - College Business Days During Fall & Spring Semesters
 - (1) Monday through Thursday: 7am to 7pm
 - (2) Fridays: 7am to 5pm
 - Winter Intercession & Summer (end spring semester classes to start of fall semester classes)
 - (1) Monday through Friday: 7am to 5pm
 - Winter Shut-Down
 - (1) Office not staffed
 - Holidays (no day classes; evening classes as scheduled)
 - (1) Office staffed 4pm to 7pm
 - Holidays (no day or evening classes)
 - (1) Office not staffed