



Operating Protocol-Procedure #: 806

Category: College Facilities

Office of Primary Responsibility: Department of Public Safety

Approval Date: 3/16/15

Effective Date: 3/16/15

Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To establish the role of the Department of Public Safety in maintaining the security of facilities of Pueblo Community College and define timeframes when college buildings will be accessible to staff, student, and the public.

Applicability (Identify to whom this Operating Protocol applies)

Staff, students, and general public

Definitions (Define abbreviations, acronyms, and technical terms)

None

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

None

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

The Department of Public Safety is responsible for the security of all buildings on the Pueblo and Fremont Campus and for locking and unlocking buildings on both campuses in accordance with each campuses hours of operation.

The Department of Public Safety will secure and set intruder alarms during off-hours in the campus buildings that are unoccupied to deter theft of property. Staff, faculty, students, and other guests must vacate buildings by the stated closing times unless prior arrangements have been made with the Department of Public Safety**.

In the event of an emergency or crisis situation, the Department of Public Safety may completely lockdown or initiate a control access procedure to help keep the campus safe. During a complete lockdown all building exterior doors are locked; however, during a control access procedure all exterior doors, except the main entrances of each building, will be locked. Staff, faculty, and students will be notified of a lockdown or control access procedure through a live message on office and classroom phone intercoms, by email, and/or a MyPCC alert with further information. Staff and faculty should also refer to their office or classroom copy of the "Emergency Procedure Guide" (flipchart).

Security and locking/unlocking of buildings at Southwest Colorado Community College sites is delegated to a designee at each site identified by the Executive Dean.

***Access to offices, classrooms, or common space during off-hours for scheduled activities such as study groups or club activities must be coordinated by staff/faculty with the Department of Public Safety at least 2 days in advance. A staff/faculty must be present in the office, classroom, or common space and staff/faculty and students must wear their college-issued identification cards while on campus.*

Procedure

Each campus and site of Pueblo Community College determines its own hours of operation that best suits the needs of the staff, faculty, students, and visitors.

A. Pueblo Campus Hours of Operation:

Monday through Friday college buildings will be open from 7:00am* to 11:00pm (or 6:00pm when classes are not in session).

On Saturday and Sunday, buildings where classes or other events or activities are being held will be open from 7:00am to 5:00pm; otherwise buildings will remain locked during the weekend.

During observed holiday closures, all buildings will remain locked unless an event or other activity is scheduled.

A building may remain open later than the stated closing time if a class, event, or other activity is scheduled through Conference Services or the Scheduling Specialist.

**Student Center is open starting at 5:00am on Monday through Friday.*

Access to offices, classrooms, or common space during off-hours for activities such as study groups or club activities must be coordinated by staff/faculty with the Department of Public Safety at least 2 days in advance. A staff/faculty must be present in the office, classroom, or common space and staff/faculty and students must wear their college-issued identification cards while on campus.

Employees needing unplanned access to buildings outside of normal business hours should notify the Department Public Safety by calling 719-549-3355 to make the officer(s) on duty aware of their presence on campus. The Department of Public Safety has the right to refuse access to individuals outside of normal business hours if the Public Safety officer deems the request unessential, unusual, or unsafe.

B. Fremont Campus Hours of Operation

The Fremont Campus hours of operation are 7:30am to 9:00pm on Monday through Friday, 8:00am to 4:00pm on Saturday, and closed on Sundays and other observed holidays.

C. SCCC Mancos Hours of Operation

The hours of operation for the SCCC site in Mancos are Monday through Friday from 7:00am to 9:00pm (or 5:00pm when classes are not in session and during the Summer term) and closed on Saturday and Sunday.

When classes are not in session, the hours of operation for both sites are from 7:00am to 5:00pm Monday through Friday and closed on Saturday and Sunday.

D. SCCC Durango Hours of Operation

The hours of operation for the SCCC site in Durango are Monday through Friday from 7:30am to 9:00pm.

E. Afterhours Emergencies

The Department of Public Safety maintains a list of staff on-call during afterhours in the event of an emergency on campus. Areas on-call includes Administration (at all campuses and sites), Facilities, Grounds, Housekeeping, and IT. Designees from each area are identified to be on-call for a specific period of time and will be contacted by the Department of Public Safety when an emergency is reported. The Afterhours Emergency On-Call schedule is posted to the Portal (see upper left corner of "Resources" tab).