



Building Safety and Security

Policy and Procedures

The LaGrange College building access policy and procedures are designed to increase the safety of all faculty, staff, students and guests who work, study and visit in our buildings and facilities. The policy is also intended to increase the physical security of the College buildings and properties. This policy identifies the normal building access hours (Attachment I), defines rules intended to promote the safety and security of all occupants and outlines the process to obtain authorization for access to buildings after normal access hours.

I. BUILDING ACCESS RULES

- Follow all posted building rules restricting use or access
- Duplicating or distributing keys or card keys without authorization is a violation of the Building Access Policy. Violations will be recorded in Security and reported to Administration for proper disciplinary action.
- Assisting unauthorized access to buildings or propping open exterior doors, against building security policies, is a violation of the Building Access Policy
- Lodging overnight, except in residential facilities or for academic purposes, is prohibited
- Intentionally initiating a false fire alarm is a violation of Georgia law and punishable by fine and/or jail sentence
- Tampering, misuse, abuse, or destruction of building equipment, fire and emergency equipment or other College property is a serious offense and may result in disciplinary action, up to and including expulsion from campus
- Disrupting classroom, administrative or other College sponsored or approved activities may result in disciplinary action
- Smoking in buildings is prohibited by College policy
- Riding bicycles, skateboards, roller blades, mopeds, and skates is prohibited in buildings or on walkways where hazards could be created by their use. The storage of bicycles, mopeds, electric carts should be stored only in designated areas to ensure all public spaces, hallways, corridors or stairwells are unobstructed

II. AFTER HOURS BUILDING ACCESS – Pass Program

Because of the nature of the College environment, it is often necessary for faculty, staff and students to be in campus buildings after normal access hours for either special projects or ongoing work. To accommodate various schedules, the Security Department has established a procedure to assist users in having access to buildings after normal access hours, **but no later than 1:00 a.m.**, while continuing to maintain the security of the facilities.

Security will provide **afterhours passes** to students with proper authorization. To obtain a pass, the student will complete the After Hours Building Access form located on [Panther Net](#).

All authorization forms are directed to Security. The student will pick-up the **afterhours pass** in the Security Office, Turner Hall, M-F, between the hours of []

All security officers, while conducting building checks or while inside a building after it has closed, will check to ensure that all building occupants are authorized to be inside the building. Authorization is indicated by a valid **afterhours pass**. Occupants without an **afterhours pass** will be safely escorted out of the building to a parked vehicle or back to a residence hall.

All persons inside a building that is not open for general use must have current authorization. This authorization is in one of two forms.

1. All staff and faculty members, with current staff or faculty identification, are authorized to be inside buildings after hours. All staff and faculty members are required to carry and present College identification upon demand by a Security Officer.
2. All students, including graduate students and non-College employees must have in their possession a current College identification card and **afterhours pass** for the building in which they are working. All students, including graduate students are required to carry and present College identification upon demand by a Security Officer

If a student or non-College employee is in a building after hours and is not able to provide proper authorization as described in Item 2, the person is to be escorted out of the building. Failure to cooperate may result in a charge of criminal trespass.

Authorized individuals should not escort guests into buildings without notifying Security and securing an **afterhours pass** for guests.

For faculty or staff, the officer may use discretion in determining if in fact the person has authorization to be in the building. If the individual can provide picture identification (drivers license, etc.), they have an office with their name, and/or are listed in the faculty staff directory, the officer may allow them to remain, but are to remind them to carry their College identification at all times.

An **afterhours pass** allows a student to remain inside a building after it closes. Because security personnel are not posted at each building, the **afterhours pass** program is not intended to guarantee timely entrance into a building after it has been closed. Security officers, if available, may grant access to a closed building after normal access hours to a student with a valid **afterhours pass**

Violation of any terms of this policy may result in fines, loss of access or expulsion.