



Bowie State University Police Department

General Order

<i>Subject: After Hours Access</i>	<i>Number: 27</i>
<i>Effective Date: January 1, 1996</i>	<i>Rescinds: Art. 6.17</i>
<i>Approved: Capt. B. S. Biscoe</i>	

This article contains the following sections:

- 27.1 *Denying or Permitting Access During Non-Business Hours*
- 27.2 *Office Lockout/Lock In*
- 27.3 *Open Doors/Unsecured Areas*

27.1 Denying or Permitting Access During Non-Business Hours

After normal business hours, the following procedures shall be guidelines for denying or permitting access to Bowie State University campus buildings and offices. The Shift Commander may approve or disapprove after-hours entry into buildings and offices.

- 27.1.2** If the individual desiring access does not possess valid identification or card access, entry shall be denied. Identification must satisfy the Shift Commander.
 - a. A Miscellaneous Incident Report shall be filed stating the individual's reason(s) for wanting access and if entry was approved. If entry was denied, the Shift Commander shall note the reason(s) for denying access.
 - b. Every request for access/entry shall be handled on an individual basis.

45.2.1.1 Office Lock Out/Lock In

27.2.1 The BSUPD shall maintain keys for external doors only.

27.2.2 The BSUPD shall not maintain keys for internal offices other than sign-out keys maintained in the Communications Room for emergency purposes.

- 27.2.3** If an internal door has to be unlocked, maintenance shall be notified during regular business hours.
- a. The member shall verify the identification of an individual prior to contacting maintenance.
 - b. Under no circumstances shall an individual be granted access/entry to any BSU office without valid identification or prior notification or approved authorization for that particular area.
 - c. Access/entry to sensitive areas may only be authorized by BSU department heads or chairpersons of the particular area.
 - d. A journal entry shall be prepared identifying the individual wishing access/entry, the reason for the request, and if entry was permitted.
- 45.2.4** In situations where maintenance is notified, the member and the person from maintenance must both be present prior to any door being opened.
- 45.3** **Open Doors/Unsecured Areas**
- 27.3.1** After normal business hours when a patrol officer encounters an open door in a sensitive area, he/she shall:
- a. Advise the Communications Officer of the location;
 - b. After checking for possible forced entry, secure the area, if possible;
 - c. If the area cannot be secured by the officer closing and engaging the lock, notify maintenance;
 - d. If the area to be secured is not on the Maintenance Grand Master, the appropriate department head or chairperson shall be notified;
 - e. Remain at the area until maintenance or the department head/chairperson arrives and the area can be secured, or until relieved by a supervisor; and
 - f. Request a complaint number.
- 27.3.2** When preparing the Miscellaneous Incident Report, the member shall include:
- a. The name of the building number and room number;
 - b. The time the area was discovered unsecured;
 - c. The time maintenance was notified;

- d. The time maintenance responded, if applicable;
 - e. The name of the person who responded from maintenance, if applicable;
 - f. The name of the department head or chairperson notified in cases where the area to be secured is not on the maintenance grand master;
 - g. The time the area was secured or the member was relieved by a supervisor;
and
 - h. If the member is relieved by a supervisor prior to the area being secured, the name of the supervisor.
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