

After Hours Access to Campus Buildings

1134.1 PURPOSE AND SCOPE

The purpose of this policy is to identify procedures for after hour access to campus buildings.

1134.2 POLICY

It shall be the policy of the University of Maryland, Baltimore Police Department (UMBPD) to allow after-hour access to campus buildings as identified in this directive.

1134.3 AFTER BUSINESS HOURS ACCESS TO UMB BUILDINGS AND OFFICES

1134.3.1 PROCEDURES

All individuals attempting to access campus buildings must possess valid identification or be in possession of an access card. If an individual requests entry and has no identification or access card, the individual shall contact the UMBPD Communications Section, which will verify if the individual has access to the respective building. After confirming the individual has access, the Communications Section shall dispatch an officer to respond to the building.

- (a) Before calling Facilities Management, a police officer shall verify the identification of the individual requesting entrance via the card access system. Once building access is verified, the officer will use their One Card to release the door.
- (b) In situations where a master key is needed, Facilities Management shall be notified; police officers and maintenance representatives must both be present prior to any door being opened.
- (c) Entry to sensitive areas on campus may only be authorized by department heads of affected areas.

1134.3.2 OPEN DOORS

When police officers encounter open doors after normal business hours, they shall advise the Communications Section, which will verify if the card reader is operational. The police officer shall request a complaint number and after checking for possible forced entry, secure the area. If the area cannot be secured by the officer, Facilities Management shall be notified. The open door incident shall be captured on an Incident Report.

1134.3.3 REPORTING

When completing an Incident Report for an open door, the police officer shall include the room number and building, the time the door was found open, the time maintenance was notified and responded, and the time the area was secured.

1134.3.4 AFTER HOURS ACCESS - PASCAULT ROW

- (a) In the event of a student lock-out or emergency access at Pascault Row, Facilities Management shall be notified.

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- (b) For lock-outs a police officer shall be dispatched to Pascault Row to verify the student's identification. The police officer shall record the time maintenance was notified and arrived on the scene in the CAD entry.

1134.3.5 AFTER HOURS ACCESS - PASCAULT ROW (651-665 WEST LEXINGTON STREET)

- (a) The UMBPF does not maintain keys to exterior doors of Pascault Row.
- (b) In the event of student lock-out or emergency access, Facilities Management shall be notified.
- (c) For lock-outs a police officer shall be dispatched to Pascault Row to verify the student's identification. A Miscellaneous Incident Report shall then be completed identifying the student, the apartment number and reason for requiring access. The police officer shall also record the time maintenance was notified and the response time.