

METROPOLITAN STATE UNIVERSITY REGULATIONS



Building Security

Administrative Affairs Procedure #401

Section 1. Procedure

This procedure is established to define the steps for maintaining a secure environment at all Metro State Buildings.

Section 2. Authority

This procedure is issued pursuant to the authority granted to the university's President by the Board of Trustees of the Minnesota State Colleges and Universities.

Section 3. Effective Date

This procedure shall become effective upon signature of the President and the Vice President of Administration and Finance, and shall remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this procedure is assigned to the Associate Vice President of Administration and Finance and the Director of Safety and Security.

Section 5. Objective

To describe actions that will maintain the security without adversely affecting the availability of space at Metro State Buildings.

Section 6. Implementation

<u>Campus</u>	<u>Building Hours</u>	
St. Paul	Monday-Friday	7:00am – 11:00pm
	Saturday	7:00am - 7:00pm
	Sunday	7:00am - 9:00pm
Minneapolis	Monday-Friday	7:00am - 11:00pm
	Saturday	7:00am - 7:00pm
	Sunday	11:00am - 7:00pm
Midway	Monday-Friday	7:00am - 11:30pm
	Saturday	7:00am - 7:00pm
	Sunday	11:00am - 7:00pm

Northwest Access During Scheduled Class Period.

Southwest Access during Scheduled Class Period.

Security & Safety related numbers are:

Safety Officer

St. Paul

Cell: 651.775.0444

Security Desk: 651.793.1717

Pager: 952.601.4860

Minneapolis

Cell: 651.775.3589

Security Desk: 612.659.7171

Pager: 612.640.0347

Midway Center

Pager: 952.601.4865

Safety and Security Office 651.793.1725

24-Hour Answering Service 651.793.1700

TTY 651.772.7687

Metro State Building Access

An After-hours Register is used for personal safety and to monitor public building access into all Metropolitan State University facilities, or an appropriate time designated according to individual building schedules. If you are interested in gaining building access during non-business hours or have other Safety & Security issues, please Contact us at (651) 793.1725.

Employees and their sponsored guest access the building through the designated "After-hours" door entry. Employees are asked to sign the After-hours Register sheet. The security officer may request all persons requesting entry to present picture identification.

Section 7. Review

This procedure will be subject to review on an annual basis.

Section 8. Approval

Issued on this 11th day of April, 2003

Wilson G. Bradshaw, President

Cathleen Brannen, Vice President for Administration and Finance