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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building Hours</th>
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</thead>
<tbody>
<tr>
<td>St. Paul</td>
<td>Monday-Friday  7:00am – 11:00pm</td>
</tr>
<tr>
<td></td>
<td>Saturday       7:00am - 7:00pm</td>
</tr>
<tr>
<td></td>
<td>Sunday         7:00am - 9:00pm</td>
</tr>
<tr>
<td>Minneapolis</td>
<td>Monday-Friday 7:00am - 11:00pm</td>
</tr>
<tr>
<td></td>
<td>Saturday       7:00am - 7:00pm</td>
</tr>
<tr>
<td></td>
<td>Sunday         11:00am - 7:00pm</td>
</tr>
<tr>
<td>Midway</td>
<td>Monday-Friday  7:00am - 11:30pm</td>
</tr>
<tr>
<td></td>
<td>Saturday       7:00am - 7:00pm</td>
</tr>
<tr>
<td></td>
<td>Sunday         11:00am - 7:00pm</td>
</tr>
</tbody>
</table>
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

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Cathleen Brannen, Vice President for Administration and Finance