

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1410

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**PROCEDURE TITLE:** Security of Buildings

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

**BASED ON POLICY:** I-1 Administration and Organization of Miami Dade College Policy Manual Approval and V-8 Operations and Maintenance of College Facilities

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** October 11, 2005

**LAST REVIEW DATE:** October 11, 2005

## **I. PURPOSE**


To provide for the security of buildings and personnel during and after normal hours of campus operations and activities.

## **II. PROCEDURE**

- A. To maintain proper building security and to enable the Custodial Services night staff to follow established cleaning schedules, it is necessary to have all buildings cleared and secured at, or about, 11:00 p.m. each class day, Monday through Friday; and 5:00 p.m. on Saturdays. Credit or Non-credit classes offered on Sundays will be secured as classes conclude for the day.
- B. All personnel must depart campus buildings by the designated times listed in paragraph A, unless they have received prior written authorization from their Division Director, and in coordination with the Dean for Administration.

For operational planning purposes, the requesting agency will provide a standard College Work Request to the Director, Campus Support Services, that lists the specific dates, times, projected duration of the approved exception, and any other requirements necessary to facilitate the requested activity. Timely submission of the Work Request will assist the proper coordination to ensure the building, and specific area, is cleaned and secured at the conclusion of the activity.

- C. The person sponsoring the activity after normal work hours will report in and out to the Department of Public Safety, and should be prepared to produce appropriate identification when requested. All after duty hour information will be maintained in the daily log and available for review upon demand.

	
10/11/05	
<b>PRESIDENT</b>	<b>DATE</b>