



## 916.1 - Access to and the Security of Campus Facilities

### Purpose:

The purpose of this procedure is to operationalize BSC Policy 916.1 Access to and the Security of Campus Facilities.

### Procedure:

1. Buildings have individual hours which may vary at different times of the year. In these cases, the buildings will be secured according to schedules developed by the department responsible for the building. Campus employees and departments are responsible to notify the Campus Scheduling Associate of all facility/room usage except for self-managed rooms.
2. Buildings and Grounds is the only entity that may make changes, additions, or alterations to college approved or installed access systems and keys. Hasps, padlocks, or other privately supplied locking devices are not allowed. These devices will be removed and the department or individual responsible will be charged for all costs incurred.
3. Campus Police and Buildings and Grounds have access to all areas with the exception of specifically identified restricted areas.
4. In order to protect the safety and welfare of students and employees of the College and to protect the property of the College, all persons on property under the jurisdiction of the College behaving in a suspicious manner will be asked to identify themselves. A person identifies himself/herself by giving his/her name, complete address, and stating truthfully his/her relationship to the College. A person may be asked to provide proof of identification which is subject to verification.
5. If any person refuses or fails upon request to present evidence of his/her identification and proof of his/her authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed from the building or campus. Campus Police is available to assist with this request.
6. Persons who behave in a suspicious manner or are involved in suspicious activities should be reported to Campus Police (701-224-2700)

### References:

[Title 34 Subtitle B Chapter VI Part 668 Subpart D § 668.46](#)  
[Bismarck State College Policy 916.1 Access to and Security of Campus Facilities](#)

### History of This Procedure:



BISMARCK  
STATE COLLEGE

North Dakota's  
Polytechnic Institution

// POLICY PROCEDURE //

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First policy draft reviewed by the Operations Council on May 13, 2015 and approved by the Executive Council on June 5, 2015; October 18, 2016; reviewed by Campus Council on August 31<sup>st</sup>, 2022 and reviewed by the Executive Council on September 23<sup>rd</sup>, 2022 and approved by the President on January 4<sup>th</sup>, 2023.