AFTER HOURS PASS PROGRAM
Department of Public Safety
Oregon State University

Because of the nature of the university environment, it is often necessary for faculty, staff, and students to be in campus buildings after the regularly scheduled closure times for either special projects or ongoing work. To accommodate various schedules, the Department of Public Safety has established a procedure to assist users in gaining access to their research sites, offices, and classrooms and to maintain the security of the facilities.

The “After Hours Pass Program” is for students and non-university employees who have legitimate reasons for being in campus buildings after the regularly scheduled closure times.

Administration of Passes
The Department of Public Safety will provide the passes and program outline to the designated authority in departments. The department’s designee will be the contact person with the Department of Public Safety. The department administration will develop the criteria for building access, authorize and distribute the passes. It is also necessary that the designee maintain the utmost discretion when assigning passes and storing unused passes. To obtain a packet of “After Hours Passes”, please contact the Department of Public Safety at any time.

After Hours Pass Monitoring
All officers, while conducting building checks or while inside a building after it has been closed, will check to ensure that all building occupants they encounter are authorized to be inside the building. Authorization is indicated when the subject in question has a valid “After Hours Pass” in his or her possession. It is the hope of the Department of Public Safety that this will establish a uniform procedure for ensuring the safety of persons and equipment within university buildings.

The following indicates the requirements for faculty, staff, and students while inside a university building or facility after hours:

All Persons inside a building that is not open for general use must have current authorization.
This authorization is in one of two forms.

1. All staff and faculty members, with current staff or faculty identification, are authorized to be inside buildings after hours. All staff and faculty members are required to carry and present university identification upon demand by a Public Safety Officer/Staff.

2. All students, including graduate students, and non-university employees, must have in their possession, a current university identification card and an After Hours Pass for the building and room in which they are working. All students, including graduate students, and non-university employees, are required to carry and present university identification upon demand by a Public Safety Officer/Staff.

All officers will contact persons found inside university buildings and facilities after the normal hours of operation for that building or facility or when the officer knows that the building or facility is closed. If a student or non-university employee is found that cannot provide proper authorization as described in item 2, the person is to be escorted out of the building or facility. Persons who do not cooperate can be charged with Criminal Trespass II. Authorized individuals are not permitted to escort “guests” into the facility. Each person must have his or her own pass.

For staff or faculty members, the officer may use discretion in determining if in fact the person has authorization to be in the building. If they can provide picture identification (Driver’s License, etc.) and they have an office with their name on it or are listed in the staff directory for that building, the officer may allow them to remain, but is to instruct them to carry their university identification in the future. An after hours pass permits a student to remain inside a building after it closes. It does not grant access to a building after it has been closed. Officers are not to provide access to a building or facility for use because a student has an after hours pass. Dispatchers will instruct the student as to this policy if contacted by a student requesting access.

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