


PROCEDURE MANUAL

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		Last Revision Date: 12/08/2014	
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Section		Subject	Title Security and Access

Louisiana Delta Community College strives to maintain a safe secure campus environment for students, staff, faculty and visitors. Offices, laboratories and classrooms are secured when not in use and employees who discover defective doors, locks, interior/exterior lighting problems, or other safety hazards will immediately report the situation to the appropriate college department for action.

During business hours, the College will be open to students, parents, employees, guests, and invitees. Faculty and staff can gain access to the buildings during non-business hours via the main entrances (access to the Main Campus is by key entry pod and all other Campuses can be accessed by key).

The Main Campus entrances are programmed to open and lock at specific times each day and the Campus Police Department or Facilities Director verifies that each door is locked and secured. The IT Department programs door locking schedules based on information provided by the Facilities Director and/or the Security Coordinator. All other campuses opened and locked by Maintenance, Campus Administrator or Security.

Door Schedule:

Monroe – West Monroe – Ruston – Winnsboro

Monday – Thursday Open at 6:45 am Close at 8:00 pm

Friday Open at 6:45 am Close at 4:30 pm

Tallahah - Lake Providence – Bastrop – Eastgate – Farmerville (when in session)

Monday – Friday Open at 6:45 am Close at 4:30 pm

Instructors are asked to lock their classroom doors after the completion of their class. Laboratory classrooms (labs) are required to be locked at all times when not in use. Instructors that have classes in labs are required to lock and secure the rooms at the completion of their class. Between classes, students will only be allowed into labs with the escort of faculty, staff or Security personnel. Maintenance cleans each classroom at the end of the day and verifies that all doors are locked and secure.

The Monroe and Ruston Campuses are equipped with video monitoring equipment that provides 24 hour coverage of the facility and video recording devices that record the

captured video images. The videos are routinely maintained for approximately 45 days (The IT Department and the video equipment suppliers are responsible for programming and maintenance of this equipment).

Visitors are required to check in at the front office at all campuses. Visitors and students access is restricted to business hours. During none business hours, faculty and staff should use caution in bringing visitors into location. Faculty and staff that escort a visitor into location during non-business hours are responsible for the activities and well-being of their visitors while in any LA Delta facility.

The policy and procedures for keys is detailed in the “Key Control Policy” and is the responsibility of the Facilities Director and Campus Directors.