



Physical Plant Policy & Procedure #5

TITLE

CHECK IN DURING OFF WORK HOURS

OBJECTIVE AND PURPOSE

To provide all Utilities and Maintenance personnel the increased protection of having the Police Department know of their location during off hour work.

RESPONSIBILITY

ACTION

DIRECTOR

- ◆ Will require compliance of this directive by the Utilities and Maintenance Departments.

TRADE WORKERS

- ◆ Between the hours of 5:00 p.m. and 7:00 a.m. Monday thru Friday, and at all times on weekends and holidays, all Maintenance and Utilities personnel shall call and continually report their locations via radio to the Police Department prior to leaving their base. Upon arrival at their destination, they shall again contact the Police Department via radio and shall continue this cycle until the completion of their shift.

POLICE DEPARTMENT

- ◆ The Police Dispatcher shall respond to these calls, and record all such events and locations in the Computer Aided Dispatch System under the respective call signs MNT for Maintenance, and UT for Utilities. The purpose of this is to provide the Police Department a record of their locations and is specifically not to place the Police Department in a dispatch position of these departments. At 8:00 a.m. daily a copy of the entries for the previous day will be faxed to the Assistant Physical Plant Director on extension 2270.

Issued By: Schaeffer	Date Issued: 12/01	Date Revised:	Effective Date: 12/01
APPROVED:	Vice President	Associate V.P.	Director