

UW Whitewater Police



Door Opening		Number: 100.20	No. Pages: 2
Special Instructions:		Date Reviewed: 5/13/25	Date of Next Review: April 2029
Approved By: Chief Kiederlen	Effective Date: 7/21/2010	Revised Date: 8/9/2022	Revision number: 3

I. Purpose

The purpose of this General Order is to provide officers with direction regarding the unlocking of doors of campus buildings and the appropriate documentation of such.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that all officers will unlock doors of campus buildings for students, faculty and staff, for legitimate reasons, when no other alternative is available to the person. When applicable, the officer can designate this request to the on-duty Campus Service Officer (CSO). Officers will provide written documentation of all door unlocks in ProPhoenix Records Management System (RMS).

III. Procedure

- A. Police officers are not primarily responsible for access control of university facilities. There are other university staff members (supervisors, maintenance personnel, student workers, etc.) who provide for the locking and unlocking of doors, rooms, and areas. While this is true, there are instances when university affiliates need to access a secured door, room, or area for legitimate purposes and those primarily responsible for providing access are unavailable. This situation normally arises after "normal" business hours, on weekends, or during holidays or extended breaks in the academic schedule and when it does, the person should notify Police Dispatch and a police officer will be dispatched to meet with that person.
- B. The police officer or CSO, after meeting with the person, shall determine if access will be granted. While it is accepted that the officer or CSO will be utilizing their best judgment to determine if it is appropriate to unlock or not, they will generally grant access in the following situations:
 1. Faculty or staff member who has locked him or herself out their office;
 2. Person or group that has reserved space on campus, and that reservation can be confirmed;
 3. Person or group that needs to retrieve personal property when it is not convenient or feasible for them to return at a time when the space is normally unlocked.

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- C. Police Officers will enter a call summary in ProPhoenix RMS documenting the services. The call summary shall contain the reason for entry, individual(s) allowed access and whether or not the area was re-secured, at a minimum.