

COLUMBUS STATE

COMMUNITY COLLEGE

Columbus State Police Department Employee After Hours Authorization

Employees must have authorization from their Chairperson or Supervisor to access college facilities outside normal business hours, on weekends, or holidays. Employees seeking authorization for access must complete this "Employee After Hours Authorization" form and submit the completed form to the **Police Department in Delaware Hall, Room 047**. Form must be completely filled out and signed by the Chairperson/Supervisor before after hours authorization will be granted.

- One form will be needed for each employee.
- All forms expire on December 31st. If access is required after December 31st another form must be submitted for the new year.
- This form does not grant keys or access programming changes. Utilize the Facilities Management "Key Request" or Police Department "ID Card/Access Request" form for those requests.
- You may be asked to show your current CSCC Employee ID when access is granted.

Employee _____ is authorized after hours access to:
(printed name)

Building/Room #:

- _____
- _____
- _____
- _____
- _____
- _____

Authorized entry to begin on _____ and will expire on _____.
(MM/DD/YYYY) (MM/DD/YYYY – no later than December 31)

Chairperson/Supervisor printed name

Chairperson/Supervisor signature

Date

Deliver / interoffice mail completed form to **Columbus State Police Department, Delaware Hall 047**

POLICE DEPARTMENT