

THE  
**LeMoyné-Owen**  
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  Visitor & Vendor Access	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  02-4-008
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Operations Compliance Manager	

**I. Purpose and statement of operational policy underlying the procedure.**

To ensure that all persons that are not students, faculty or staff are issued proper visitor's passes while conducting business on the campus.

**II. Applicability/Scope**

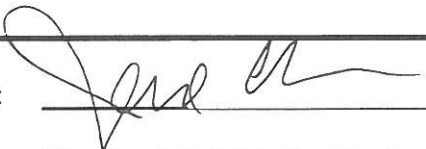
This applies to all External Visitors, Vendors and Contractors

**III. Process for Implementing Procedure**

- See the 2010-2011 Security Operations Procedures , Page 7

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>

**IV. Related policies/References for more information**

Authorizing Official: 	Authorization Date: <u>10-10-10</u>
Title: <u>Director, Administrative Services</u>	