

# 34.01.01.W1.98 Bollard Installation/Removal on Campus

Approved November 14, 2024

Next Scheduled Review November 14, 2029



---

## Procedure Summary

---

The purpose of this procedure is to assist the campus in facilitating bollard placement as well as what to do when access to the restricted area is needed. This procedure cannot be expected to meet every situation on campus involving bollards, but is a general guideline for their placement, removal, and replacement. Procedures for situations not covered by this document should include notification for guidance to the University Police Department (UPD).

---

## Procedure

---

1. UPD will be the sole department responsible for the bollards on campus.
  - 1.1. Requests for new placements should be directed to the UPD email, [WTPolice@wtamu.edu](mailto:WTPolice@wtamu.edu). The UPD Lock Shop will maintain and replace bollards as needed.
  - 1.2. Requests to access restricted areas protected by the bollards should be directed to the UPD email, [WTPolice@wtamu.edu](mailto:WTPolice@wtamu.edu), with advance notice when possible, preferably at least two business days. The request should include: the reason for the access, the beginning and ending time the access is needed, the person requesting the access, and a contact number in the event of questions or conflicts.
2. If an emergency or unexpected event occurs, bollards can be removed by calling UPD Dispatch at 806-651-2300 at any time and an on-duty UPD officer will respond.
  - 2.1. When a request is received via the UPD email, [WTPolice@wtamu.edu](mailto:WTPolice@wtamu.edu) and advance notice is given, the request will be scheduled so that access is available during the requested time period.
  - 2.2. The bollard will be removed and replaced by UPD personnel only at the scheduled times.

- 2.2.1. Any tampering with the bollards or their locking mechanisms could lead to criminal charges for vandalism.
- 2.2.2. Any vehicles found in the restricted area behind the bollards without proper authorization are subject to towing at the owner's expense.

---

## **Related Statutes, Policies, or Requirements**

---

None

---

## **Definitions**

---

None

---

## **Appendix**

---

None

---

## **Revision History**

---

Approved October 14, 2024

---

## **Contact Office**

---

University Police Department  
(806) 651-2300

---

## Approval Office

---

Office of the President  
(806) 651-2100

---

## Approval Signature

---



11.14.2024

---

President/CEO

---

Date