

GENERAL INSTITUTION

AP 3502 CAMPUS SECURITY AND ACCESS

Reference:

34 Code of Federal Regulations Part 668.46(b)(3)
ACCJC Accreditation Standard III.B.1

During business hours, the District is open to the public. During non-business hours access to District buildings is restricted.

The Facilities Office is responsible for District key and access card distribution and is authorized to:

- Approve and deny key/card access requests and issue key(s)/access card(s) to individuals;
- Conduct investigations in collaboration with Campus Police (as needed) of key/access card loss or theft;
- Perform periodic audits of campus departments to determine status of authorized keys/access cards;
- Maintain current and accurate access control system;
- Create and maintain a keying system that provides security and reasonable access to departments occupying campus facilities.

All individuals assigned District keys must follow the District's Key System Regulations established by the Facilities Department of the Finance and Administrative Services Division. Regulations and forms are available on the District's website.

The Facilities Department Locksmith is responsible for the installation and maintenance of locks on campus.

The individual to whom key(s)/card(s) are issued is personally responsible for their use until such key(s)/card(s) are returned to the Facilities Office. Individuals shall not transfer their key(s)/card(s) to another individual.

Key/card holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the facility.

Emergencies may necessitate changes or alterations to any posted schedules.

The Safety and Security Committee, as established by the Superintendent/President, meets monthly and examines the operation of the District with respect to safety and security. Areas considered by the Committee are: Safety manual, periodic safety inspections, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management.

Campus security or pressing facility access matters are reviewed and addressed by the Facilities Director and/or the Chief of Police as the situation warrants.

Iso see BP/AP 7600 titled College Police Department

Office of Primary Responsibility: Student Services and Finance and Administrative Services