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**Administrative Procedure**  
Chapter 3 – General Institution

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## **AP 3501 Campus Security and Access**

### **References:**

- 34 Code of Federal Regulations Part 668.46 subdivision (b)(3);
- 2024 ACCJC Accreditation Standard 3.8

During business hours, the District is open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all District facilities is by key, if issued, or by admittance via the College Police. In the case of extended closing periods, the District will admit only those with prior written approval to all facilities. Emergencies may necessitate changes or alterations to any posted schedules.

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 College 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.

Areas that are revealed as problematic will have regular periodic security surveys. Administrators from the College Police and Facilities Department, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Facilities Director and Chief of Police and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

The Safety and Security Committee, as established by the Superintendent/President, meets monthly to provide ongoing oversight of districtwide safety and security matters. The Committee's responsibilities include reviewing the District's safety manual, conduct periodic surveys of problematic areas, monitoring the results of periodic safety inspections, evaluating the general security of facilities, overseeing the inspection of hazardous materials and equipment, identifying potentially hazardous or dangerous areas, reviewing general laboratory safety practices, and advising on matters related to risk management.

In addition to the Committee's regular oversight role, urgent campus security or facility access issues are addressed as needed by the Facilities Director and/or the Chief of Police.

Also see AP 3501 Campus Security and Access, BP/AP 6520 Security for District Property, and BP/AP 7600 titled College Police Department.

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

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