

Chapter 3 - General Institution

AP 3501 Campus Security and Access

References:

34 Code of Federal Regulations Section 668.46(b)(3); ACCJC Accreditation Standard 3.8

During operational hours, the College will be open to students, parents, employees, volunteers, contractors, guests, and invitees. Instructional areas such as the swimming pools, locker rooms, athletic fields, and classrooms are limited to students and employees of the College or participants in authorized programs or events. Staff areas such as private offices, back offices, non-instructional kitchens, and maintenance areas are accessible to assigned employees and by invitation to others for College business.

During non-operational hours, access to all College facilities is by key or access device, if issued, or by admittance via Police and Campus Safety. Employees or contracted workers needing access to campus buildings or facilities during non-operational hours must contact Police and Campus Safety prior to entering any College building or facility.

Some facilities have individual hours, which may vary at different times of the year. In such cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

The President/CEO, or designee, may close a College facility at any time there is an apparent danger to the persons using the property itself, or for any cause which would provide for the safety and protection of the public. This section may be enforced without the concurrence of those individuals or groups involved in using the facility. Remaining in an area closed by the President/CEO or authorized representative is prohibited.

Areas revealed as problematic will have regular periodic security assessments, the results of which will be reviewed by applicable administrators. These assessments examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Vice President of Administrative Services and the Chief of Police and Campus Safety shall meet to discuss campus security and access issues of pressing concern and will make recommendations to the President/CEO.

Hours of Access

The hours of operation for College properties are 5:00 a.m. to 11:00 p.m. The use of campus areas, buildings, or facilities for residing, camping, laying down bedding, or storing personal property is prohibited, even during operational hours, unless explicitly authorized.

Between 11:01 p.m. and 4:59 a.m. the following day, no person shall enter, remain, use, or occupy any property or facility owned or operated by the College unless the person has authorization from the President/CEO, or designee, is an authorized representative associated with the College, or is a participant in an activity approved or sponsored by the College.

Approved: April 2, 2025