

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 3
General Institution

AP 3501 DISTRICT FACILITY SECURITY AND ACCESS

References:

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

Consistent with the educational mission of the District and its colleges ("District"), scheduled facilities will be open to students, employees, contractors, guests, and invitees during regular business hours. Business hours are generally defined as being from 8:00 a.m. until 10:00 p.m., unless different business hours are posted. During non-business hours, access to all District facilities is by key or access card, if issued, or by admittance coordinated through the District or the applicable college's Campus Public Safety Department or other designated department. In the case of periods of extended closing (e.g., holiday breaks), or facilities not scheduled for use, the District will admit only those persons who have received prior written approval from authorized personnel to enter specified facilities.

District and college administrators, with the assistance of District Risk Services, shall complete periodic reviews of campus security practices and effectiveness. Such reviews shall include surveys of the campus community examining security issues, such as criminal activity on campus, security escorts, facilities security, locks, alarms, lighting, and communications. Problematic areas will have regular periodic security patrols or other security observation, and shall be re-assessed regularly.

Each Campus Public Safety Department and each college Maintenance and Operations Department shall meet at least quarterly throughout the year to discuss campus security and access issues, to discuss best practices, and to promote the safety of the District and campus community.

Emergencies may necessitate changes or alterations to any posted business hours, facilities access, or other schedules.

Ratified December 2, 2013
Ratified December 14, 2016