

## **CITRUS COMMUNITY COLLEGE STUDENT SERVICES**

### **AP 3501    CAMPUS SECURITY AND ACCESS**

Reference: 34 Code of Federal Regulations Section 668.46(b)(3); Accrediting Commission for Community and Junior Colleges (ACCJC), Accreditation Standard 3: Infrastructure and Resources.

During business hours, the campus will be open to students, faculty, staff, community members, guests, and invitees. During non-business hours, campus access including access to all District buildings and facilities is by District issued key/card/fob, or by admittance via Citrus College Department of Campus Safety ("Department of Campus Safety"). Entry to campus, buildings and facilities is monitored on a 24-hour basis. Only District employees are authorized to have keys to buildings and facilities; no student shall have access to campus buildings or facilities without employee supervision. Employees needing access to campus, buildings or facilities during non-business hours, must contact the Department of Campus Safety prior to entering any building or facility owned or operated by Citrus College. The Department of Campus Safety can be reached at (626) 914-8611.

District employees should close and secure their respective work area or classroom before leaving the location. The Department of Campus Safety will secure any doors that are found open after non-business hours. All buildings will be secured by the Department of Campus Safety between 11:00 p.m. and 6:00 a.m. Monday through Friday. Similarly, there is no overnight parking or parking beyond these hours when the campus is considered closed, unless prior arrangements have been made with the Department of Campus Safety. Parking is for official college business (See AP 6750 Parking). Certain buildings may be opened/closed earlier/later than the above stated hours, due to the specific building's operational hours. Weekend and holiday hours may vary and may be building specific. Emergency circumstances may necessitate changes or alterations to any schedules. At closing, building intrusion alarms will be activated by the Department of Campus Safety. If access to a District building is required after hours, on holidays, or on weekends, admittance by the Department of Campus Safety is required, unless prior arrangements have been made with the Department of Campus Safety.

Parking lot ingress/egress access gates will remain open at all times, except in the rare event of an emergency or extended campus closure related to the safety and security of the campus community, as determined by the Superintendent/President or designee. If necessary during an emergency or extended campus closure, the Department of Campus Safety, or designee will open/close the parking lot access gates.

Alarm systems, communication devices, outdoor lighting, blue light emergency phones and elevator emergency phones are tested by the Department of Campus Safety and Facilities on a regular basis and any necessary maintenance issues are reported to the TeCS or Facilities Departments for repairs. Periodic lighting surveys are conducted and lighting improvements are routinely evaluated. Administrators from student services, campus safety, facilities, business services and other concerned areas review these results. Additionally, during the academic year, the director of facilities, director of campus safety, and maintenance staff meet to discuss campus security and access issues of pressing concern. Such items are also reviewed and discussed within the District's Physical Resources and Safety Committee.

Board Approved	08/24/12
Revised	07/21/15
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