Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3501 Campus Security and Access

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

During business hours, the facilities of the District will be 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 District Safety and Security Department. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities. Students, faculty and staff may be asked to produce identification if there is a question about authorization to be in a specific area on campus. All District employees will be required to obtain a District issued identification card that can also serve as an access control card for those buildings with doors that have electronic access card readers.

Persons who need to be in campus buildings or areas after regular hours should obtain approval from supervisors and notify Campus Safety of their presence during off-hours. Students may not use facilities after hours unless supervised by authorized staff.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators from the District Safety and Security 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 District Safety and Security Department, Risk Manager and college Vice Presidents of Administrative Services shall meet to discuss campus security and access issues of pressing concern.

The distribution of keys and key records for buildings shall be the responsibility and maintained by the District Safety and Security office for all district owned facilities and buildings at each college and districtwide. Procedures for secure storage, issuing, returning and monitoring keys shall be established.

All keys for new equipment and furniture are to be the responsibility and maintained by the campus Administrative Services office. Keys for equipment and furniture are to be turned in to the Administrative Services office to maintain control and accurate records.

Keying of new buildings and re-keying of existing facilities shall be executed in accordance with guidelines established by the District Facility Planning, District Construction, District Safety and Security and Support Services office to insure integrity of the entire system. Districtwide standards for key systems and access control systems will be established.

The District Safety and Security Department is committed to maintaining a safe and secure campus. Keys and access control devices are provided to staff members by the District Safety and Security Department on a need-to-enter basis when approved by the appropriate supervisor in accordance with the key distribution procedures attached herein. Lost keys and access control cards must be reported immediately to the supervisor and to the District Safety and Security Department. Payment for lost keys/access control cards may be required. Keys and access control cards may not be loaned to other staff or to students. District safety officers will confiscate any keys or access control cards in the possession of unauthorized persons. District keys may not be duplicated. District property may not be removed from district facilities without authorization. Misuse, abuse, lost keys, lost access control cards and non-compliance with the key distribution procedures may result in disciplinary action of employees. The key distribution procedures and forms are attached herein and shall be updated as needed by the District. The District desires to undertake an assessment pilot for the new proposed key distribution procedures and forms for a period of approximately two (2) years. The procedure will be assessed during this period as pilot buildings will have new access control features and/or changes to door locks which may necessitate the distribution of new keys. These procedures will be updated thereafter upon lessons learned from the assessment pilot.

Custodial and security staff secure doors and windows, and perform periodic inspections daily to spot and mitigate safety hazards. Life safety, intrusion alarms, video surveillance systems, and access control systems are installed at various facilities and are monitored and inspected by safety personnel.

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