Sierra College
ADMINISTRATIVE PROCEDURE

AP 3501

Campus Security and Access

Date Adopted: 5/10/2019

Date Revised:

Date Reviewed:

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

During business hours, the District (excluding residence halls) 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 Security Office or residence hall staff. In the case of periods of winter break or emergency closures, any employee wishing to work on campus during these times must notify the Security Office prior to or upon arrival.

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 Student Services, Security, Facilities, Safety Committee, 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 Director of Facilities, Chief of Security, Chief Student Services Officer and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.