

Sierra College

ADMINISTRATIVE PROCEDURE

AP 3501

Campus Security and Access

Date Adopted:	5/10/2019
Date Revised:	10/31/2025
Date Reviewed:	10/31/2025
References:	34 Code of Federal Regulations Section 668.46(b)(3); ACCJC Accreditation Standard 3.8

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 Community Safety 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 Community Safety Office prior to or upon arrival.

The District operates public and non-public spaces. Non-public spaces are not open to the general public and include offices, classrooms, laboratories, intercollegiate exercise areas, child day care areas, and other restricted facilities used for educational or administrative purposes. (Also see BP/AP 3900 Speech: Time, Place, and Manner and AP 3415 Immigration Enforcement Activities.)

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.

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, Community Safety, Facilities, Emergency Operations Center Team, 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 Community Safety, Chief Student Services Officer and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.