



Category

POLICY: 7-01 Access Policy

Approval

LT Approved: 8/24/12

Effective Date: 8/27/12

Revised:7/1/12

Responsible Party: Manager Safety and Security

Policy Statement

During business hours, the college will be open to students, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key and/or prox card only, if issued. 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 or administrator responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic may have security surveys conducted of them. Administrators from the President's Office and the Manager of Safety and Security will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Director of Operations and Facilities, the Manager of Safety and Security and Maintenance Technicians meet weekly to discuss issues of pressing concerns.