

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 III.B.1

During business hours, the District will be open to students, faculty, staff, community members, guests, and invitees. During non-business hours, access to all facilities is by District issued key/card, or by admittance via Citrus College Department of Campus Safety (“Department of Campus Safety”). Entry to facilities is monitored on a 24-hour basis. Only District employees are authorized to have keys to buildings; no student shall have access to campus facilities without employee supervision. Should access be needed to campus facilities during non-business hours, the Department of Campus Safety must be contacted prior to entering any 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 the campus closes. All buildings will be secured by the Department of Campus Safety between 11:00 p.m. and 6:30 a.m. Monday through Friday. Some buildings will be opened/closed earlier due to specific building hours. Weekend and holiday hours may vary and may be building specific. Emergencies may necessitate changes or alterations to any schedules. At closing, building intrusion alarms will be activated. If access to a District building is required after hours, on holidays, or on weekends, monitored admittance by the Department of Campus Safety is required.

Alarm systems, communications, outdoor lighting, emergency phones in elevators and campus emergency phones are tested by campus safety and facilities on a regular basis and any necessary maintenance issues are reported to the facilities department for repairs. Periodic lighting surveys are conducted and lighting improvements are routinely evaluated. Administrators from student services, campus safety, facilities, 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.

Board Approved	08/24/12
Revised	07/21/15
Revised	07/19/16
Revised	11/16/21