

## **ADMINISTRATIVE PROCEDURE**

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**TITLE: Access to College Property**

**ADMINISTRATIVE PROCEDURE # 3501**

**RELATED TO POLICY # 3501 ACCESS TO COLLEGE PROPERTY**

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Umpqua Community College is a public community college and is open to the public based on criteria set by College Administration. UCC reserves the right to designate specific rooms, buildings or facilities as a restricted access area during business and especially non-business hours. Certain areas may be restricted to provide for the safety, security, or confidentiality of material, equipment, or specific college functions.

### **A. Campus Business Hours**

1. College campus hours are 6:00am – 9:30 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures).
2. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed.

### **B. Campus Closures**

1. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service dates.
2. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check-in with Security is required before accessing any building.

### **C. Overnight Campus Access**

Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the Director of Facilities and Security.

### **D. Types of Areas**

Access to college facilities and programs may depend on a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location; and the hours of operation.

1. **Community Areas:** Areas available to the general public without the necessity of enrolling as a student, such as open spaces of the campus (indoors and outdoors), library, and college cafeteria during hours of operation.
2. **Standard Areas:** In addition to the areas above, other areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation.
3. **Restricted Areas:** Access to areas that typically contain sensitive equipment or data is based on a demonstrated need. Examples of limited access areas include Information Technology workspaces, mechanical rooms, faculty workrooms, staff break rooms, private offices, storage rooms, and some labs. Administrators responsible for restricted areas control access to those areas.

## **E. Types of Access**

### **1. Employee Access**

- a. Employees of Umpqua Community College have access to community and standard areas and other college facilities and programs based on need, except areas designated as restricted. Restricted area supervisors may provide certain employees with access on an as-needed basis.
- b. Employee presence in a college building during non-business hours, other than for scheduled events, is discouraged. If employees must be present when the campus is closed, employees are required to notify Campus Security (7777) of their presence.
- c. Employees of the college are not allowed to sleep overnight on college property.

### **2. Student Access**

- a. Students have access to Community and Standard Areas, and may be granted access to Restricted Areas based on an identifiable college need. Only students enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment. Requests for exceptions will be directed to the appropriate dean or director for approval.
- b. Students are not allowed to be present in a college building when the campus is closed.

### **3. Visitor Access**

- a. Visitors have access to Community Areas defined in this procedure.

- b. Events are accessible to paying/registered customers only unless the event is free to the public.
- c. Visitors are not allowed to be present in a college building when the campus is closed.

#### **4. Law Enforcement Access**

- a. State, local and federal law enforcement agencies searching for information related to a specific person or persons will be directed to the Chief of Security or designee. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation, and Immigration and Customs Enforcement.
- b. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information.
- c. If a law enforcement agency representative visits a site where Campus Security does not exist, the law enforcement representative will be directed to the administrator responsible for the site. The administrator will work with the Chief of Security to determine the release of any information.

#### **5. Children's Access** - See Administrative Procedure 3504.

### **F. Campus Security and Employee Responsibility**

- 1. If it is believed that a person is in violation of Administrative Procedure 3501, Campus Security should be notified.
- 2. A security officer will determine if a person is in an area without appropriate access and take necessary action.

### **G. Keys and Access Card**

Facility keys and electronic access key cards are issued by the college Facilities Department in compliance with the College's key control procedure.

### **H. Maintenance of Keys**

- 1. All access cards and keys are property of the college and must be surrendered to the Campus Security Office or Human Resources when an employee terminates employment with the college.
- 2. Access cards and keys may be required to be surrendered by an employee or partner of UCC for reasons other than termination of employment, such as change in jobs.

3. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks.
4. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys or access cards to unauthorized persons may be cause for disciplinary action or dismissal.
5. Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business.

The Facilities Office is responsible for developing the overall keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to Campus Security for distribution of keys to employees.

**REFERENCE:** NWCCU Standard 2.H.2 *(updated 3/19/2021)*

**RESPONSIBILITY:**

The Director of Facilities and Security is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2029-2030**

**DATE OF ADOPTION: 2/12/2020**

**DATE(S) OF REVISION: 1/17/2024 by CC; 3/1/2023 by CC**

**DATE(S) OF PRIOR REVIEW:**