



## ADMINISTRATIVE PROCEDURE

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**TITLE:** Access to College Property

**ADMINISTRATIVE PROCEDURE #** 3501 *(was 613.01)*

**RELATED TO POLICY #** 3501

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**A. Access Definitions.** Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location.

1. **Employee Access:** 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, employee lounges, private offices, storage rooms, and some labs.
2. **Mid-level supervisory administrators (typically assistant vice presidents, deans or directors)** responsible for a program or service area have responsibility to control access to those areas. These supervisory administrators may further restrict employee access to specific employees in areas such as private offices, offices handling cash, computer switch rooms, etc., dependent upon the activity occurring in a space.
3. **General Access:** Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team.
4. **Community Access:** Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria.

**B. Campus Business Hours**

1. College campus hours are 6:00 a.m. to 10:00 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.

### **C. Campus Closures**

1. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service
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.

### **D. Overnight Campus Access**

Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president or designee.

### **E. Employee Access**

1. Employees of Umpqua Community College have access to all college facilities and programs based on need, except areas designated as restricted. Only employees who have received authorization from the relevant dean or director supervising the restricted area may have access to areas identified as restricted.
2. 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.
3. Employees of the college are not allowed to sleep overnight on college property.

### **F. Student Access**

1. Students have general access, but may be granted restricted access based on an identifiable college need. Only persons 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.
2. Students are not allowed to be present in a college building when the campus is closed

### **G. Visitor Access**

1. Visitors have community access to college facilities as defined in this procedure, A.4 - Community Access.
2. Classes are accessible to paying/registered students only.
3. Events are accessible to paying/registered customers only.
4. Visitors are not allowed to be present in a college building when the campus is closed

#### **H. Law Enforcement Access**

1. Visitors representing 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.
2. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information.
3. 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.
4. The President's office must be informed that an inquiry by law enforcement occurred.

#### **I. Children's Access**

See Administrative Procedure 3502.

#### **J. 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.

#### **K. Keys and Access Cards**

1. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus.
  - a. Employees who need card or key access to college facilities must complete an Access Card/Key Request form.
  - b. Employees will identify the buildings and office/classroom spaces they need access to on the form.
  - c. The employee's director or dean plus the appropriate Senior Leadership Team member will authorize the issuance of keys or access cards by original signatures on the form.
  - d. The Access Card/Key Request Form will be forwarded to the Campus Security Department for issuance of the appropriate card or keys. Campus Security is the sole guardian of keys/cards, and all key/cards to UCC facilities will be issued only through the Campus Security Department.

- e. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.
  - f. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued.
  - g. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment.
  - h. 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.
  - i. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal.
  - j. 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.
2. The Facilities Office is responsible for developing the over-all 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:**

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

**DATE(S) OF REVISION:**

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