

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 3  
General Institution

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## **AR 3501 Campus Security and Access**

### **References**

34 Code of Federal Regulations Section 668.46(b)(3);  
ACCJC Accreditation Standard III.B.1

During business hours, the facilities of the District 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 District Safety and Security Department. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities. Students, faculty and staff may be asked to produce identification if there is a question about authorization to be in a specific area on campus. Persons who need to be in campus buildings or areas after regular hours should obtain approval from supervisors and notify the safety department of their presence during off-hours. Students may not use facilities after hours unless supervised by authorized staff.

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 District Safety and Security Department, 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 District Safety and Security, Risk Manager and college Vice Presidents of Administrative Services shall meet to discuss campus security and access issues of pressing concern. District Safety and Security are committed to maintaining a safe and secure campus. Keys and access control devices are provided to staff members, by campus services, on a need-to-enter basis when approved by the appropriate supervisor. Lost keys and access control devices must be reported immediately to the supervisor and to campus services. Payment for lost keys may be required. Keys and access control devices may not be loaned to other staff or to students. District safety officers will confiscate any keys in the possession of unauthorized persons. District keys may not be duplicated. District property may not be removed from district facilities without authorization.

The maintenance and operations, custodial, grounds, and safety and security departments combine to enhance the safety, security and maintenance of district facilities. Maintenance and operations staff performs routine preventive maintenance programs, including monitoring lighting systems, fire extinguishers and emergency exit signs. The grounds department routinely trims trees and bushes to reduce potential hazards. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the District Safety and Security at 714-564-6331.

Custodial and security staff secure doors and windows, and perform periodic inspections daily to spot and mitigate safety hazards. Life safety, intrusion alarms, video surveillance systems,

and access control systems are installed at various facilities and are monitored and inspected by safety staff and by outside alarm companies.

**Adopted: August 31, 2015**