

ACCESS TO CAMPUS FACILITIES

Security and Access Policy – Irvine Valley College

Buildings on the Irvine Valley College campus, as well the Advanced Technology & Education Park site, remain open only through the duration of the last scheduled class or event. A daily master schedule is provided to campus police to determine when the buildings should be open or locked. During scheduled class times, students are allowed to remain in classrooms or laboratories only when supervised by an academic employee, or by an authorized instructional assistant or aide under the direction of an academic employee as specified in the California code of Regulations. Pursuant to Board Policy 5408, only maintenance staff or employees with offices in a building, have access to campus buildings after they are secured. Facilities Management controls the issuance of keys and key fobs to access campus buildings and room, and does so in a manner to ensure that only authorized persons have such access.

Security and Access Policy – Saddleback College

When classes are in session campus buildings are open from 5:30 a.m. to 11:00 p.m. (Monday through Saturday) excluding Sundays, semester breaks and District holidays. The College will determine key and access controls. Students and staff members are required to have college issued identification cards which they may be asked to produce if there is a question concerning their authorization to be in a specific area or building. Students are authorized to access and occupy college classrooms during assigned class periods. During non-class periods, students may remain in classrooms or laboratories only when supervised by a faculty member or an authorized staff member. During non-business hours, or on days when classes are not in session, the supervising faculty or staff member must notify the Campus Police Department.

During non-business hours, 11:00 p.m. to 5:30 a.m., Monday through Sunday, all employees who need access to college offices or other facilities for work-related purposes shall obtain prior approval from their supervisor then notify the Campus Police Department via telephone (949) 582-4585 of their arrival on campus and the location in which they will be working (include date, time and location). During semester breaks and District holidays when the campus is closed, employees must notify Campus Police of their arrival on campus and the location in which they will be working. This notification is to enhance the personal safety of the employee and assist the Campus Police Department to monitor activity on campus during non-business hours, and helps prevent the accidental activation of facility intrusion alarms. Employees should also notify the Campus Police Department when they depart the campus (949) 582-4585. Classified staff who need access to college facilities outside of their normal working hours must obtain prior approval from their supervisor and provide evidence of approval to Campus Police.

This Administrative Regulation does not apply when events or the use of facilities have been previously approved on the Master Calendar (Board Policy 4055).

Reference:

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

Adopted: 05-26-09
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