

**CHAPTER 3: GENERAL INSTITUTION
ADMINISTRATIVE PROCEDURE NO.: 3501**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Campus Security and Access

Adoption Date: September 11, 2012

Revision Date: October 13, 2015; March 28, 2017

Responsible Area: Superintendent/President

Responsible Office: President's Office

Policy Reference: Board Policy 3501;
34 Code of Federal Regulations Section 668.46(b)(3);
ACCJC Accreditation Standard III.B.1

During business hours, the District, excluding housing facilities, 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 Weed Police, Yreka Police, or lodging staff. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

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 Student Services' Office 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 Director of Student Life and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.