

Campus Security and Access

AP 3225

The following administrative procedures have been developed as one element of a comprehensive security program.

Appropriate administrators from both Colleges, along with the District Police Chief, Director, Maintenance and Operations, and others as needed are to regularly monitor and review security issues such as landscaping, locks, alarms, lighting, and communications.

During business hours, Foothill and De Anza Colleges will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key or electronic access, if issued, or by admittance via the District Police Department. In the case of periods of extended closing, the Colleges will admit only those with prior written approval to all facilities. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Physical Education Facilities, the Library, and Flint Center for the Performing Arts. 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.

Traditionally, keys and electronic access control devices were used to manage security and access to District and Campus buildings. For the sake of this document, keys and electronic control devices will collectively be referred to as Access Control Device (ACD).

Special Requirements for High Security Areas

Any High Security area will receive electronic access. Request for electronic access should be made by a Division Dean or Department Manager through the established college process. Once the request has gone through the college process it will be forwarded to District Plant Services.

ACCESS CONTROL PROCEDURES

Requesting Access

Access should be requested through, and approved by, the individual's direct supervisor. The request will then be forwarded to the designated campus or district office responsible for handling access requests. After obtaining further necessary approvals, the request will be forwarded to the Hardware Shop for processing.

Restrictions

- No more than one of the same traditional key will be issued to an individual.
- No redundancy; an individual may not have both a master key and an individual door key.
- Students, as a rule, will only be granted electronic access to student areas. On a case-by-case basis, and only with approval of the appropriate Vice President, students may

be issued a traditional key until this practice is completely phased out when the District incorporates more electronic locks.

- Under no circumstances will Volunteers be issued any Access Control Device.

Employee Separation from the District / Inactive Employee

Separating employee(s) will return all Access Control Devices to the Human Resources Department or responsible campus person, who then completes the Human Resources Employee Separation form confirming that all Access Control Devices assigned to that individual are accounted for and have been returned to the District's possession.

Fabrication

Unauthorized fabrication, duplication, possession or use of an Access Control Device to facilities of the Foothill-De Anza Community College District is a crime (California Penal Code 469). District Access Control Devices are State property and may be recovered at any time by Police, District Plant Services, or an employee's supervisor. To ensure compliance with applicable fire, life and safety codes, non-District locks or keys shall not be used. The Hardware Shop will also maintain serial numbers that are stamped on designated traditional keys.

RESPONSIBILITIES

Individuals

Individuals are personally responsible for the use of all Access Control Devices issued to them until the Access Control Devices are returned to the department's Responsible Person or Human Resources upon separation. Individuals must personally sign for their Access Control Devices and shall not transfer or loan them to another individual. Holders are not to unlock buildings or rooms in order to allow entry by unauthorized persons. Employees may be issued Access Control Devices for the duration of employment. The employee's final paycheck may be held pending the return or clearance of an outstanding Access Control Device.

In the event an individual has lost their Access Control Device, they must inform their direct supervisor immediately. Employees must then complete a Lost Property Report with District Police before a replacement Access Control Device can be requested

Students should not be issued access to buildings or offices outside of business hours, unless special circumstances dictate. Students with access who are working after hours must possess written authorization from the Division Dean or Director and have it available to be shown to the District Police upon request. Student records and registration may be held pending clearance of an Access Control Device at the end of each quarter.

District Plant Services

The Keying System and Electronic Access System design will promote security and reasonable convenience to personnel occupying campus facilities. District Plant Services maintains up-to-date records of all access systems and authorized usage of all District and Campus Access Control Devices.

*Foothill-De Anza Community College District
Administrative Procedures*

District Plant Services must authorize access needed by contractors, vendors, or other non-District users. The department needing access should make requests. District Plant Services will inform the Hardware Shop of the authorized individual, the firm name and the specific return date. Contractors or other non-District personnel will fill out an access request form at the District Police Department, which is responsible for Access Control Device issuance, collection of Access Control Devices and maintenance of up-to-date records of contractor Access Control Devices. Final payment will not be made to the firm until all District Access Control Devices are returned.

ISSUANCE OF ACCESS CONTROL DEVICES

All persons issued an Access Control Device shall at all times be held responsible and accountable for all Access Control Devices issued to them. An Access Control Device will only be released to the individual granted access. Appropriate administrators may request and delegate the issuance Access Control Device only as necessary and in accordance with the Access Eligibility Criteria below.

Type of Access	Eligibility to Carry*	Responsibility to Authorize
Master	Chancellor, Vice Chancellors President, Vice President, Associate Vice Presidents, Police Chief, Police Officers, Executive Director of Facilities and Operations, Designated Plant Services staff, Designated ETS employees	Chancellor, Vice Chancellors Police Chief, President, or Executive Director of Facilities
Division Master	Appropriate Plant Services staff, employees as needed to perform their duties	Division Dean
Individual door	Employees	Division Dean
Individual door	Students, Student Employees	Division Dean or Vice President
Contractor/Vendor Access	Eligible Contractors/Vendors	VP Educational Resources & Instruction, VP Finance & College Services, or Executive Director of Facilities
Construction Access	Eligible Contractors	Executive Director of Facilities

*Foothill-De Anza Community College District
Administrative Procedures*

* Chancellor, Vice Chancellors, Presidents, and Vice Presidents may authorize other individuals at their discretion.

34 CFR § 668.46(b)(3)

See Board Policy 3225

Approved by CAC 5/30/08
Amended 6/22/12