



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Administrative Procedure

### Chapter 3 – General Institution

#### AP 3501 – CAMPUS SECURITY AND ACCESS

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During business hours, 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 by College Police or security. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

1. The applicable College President is responsible for the security of their respective College campus buildings and their contents.
2. Strict accountability for building keys is the responsibility of each College President of their respective college. They may delegate this responsibility by assigning the Vice President of Administrative Services, signature authority for the issuance of building keys.
3. The Executive Operations Officer, or designee, shall decide on the custodial responsibility for the keeping of keys. As a general rule, District keys shall be kept in the applicable College Police Office or other location as designated in writing:
  - a. Campus Master keys shall be authorized only with the original signature of the Executive Operations Officer, or designee, as applicable.
  - b. Master keys shall be issued only on the basis of essential need.
  - c. Issuance of keys to non-district staff will be determined by the Executive Operations Officer, or designee.
  - d. Faculty and Staff will be issued keys in accordance with written key issuance Standard Operating Procedures (SOP).

#### FUNCTION AND DEFINITION

1. Issuance of keys and inventory control/record shall be the responsibility of College Police.
2. Duplication of keys shall not be obtained through outside sources, but, shall be secured through College Police. Charges for keys will be provided by the respective campus budget.
3. For the purpose of ensuring the integrity of the District's building security, College Police will conduct an annual audit to identify staff members in possession of master keys. A report of this information will be provided to the respective President, Vice President, and/or Vice Chancellor for review and evaluation.
4. Prior to the issuance of a campus master, building master, or submaster key, College Police (supervisor or manager) shall review the issuance request with the appropriate administrator (President/Vice President/Vice Chancellor).
5. Requests for duplicating keys must be approved by College Police (supervisor or manager).

- a. Under California Penal Code Section 469, the unauthorized duplication of keys to a state building is a crime, is strictly prohibited, and punishable to the fullest extent of the law.
6. Employees requesting keys shall complete the following steps:
    - a. Obtain key request form from the College Police or Vice President of Administrative Services Office.
    - b. Complete the key request form.
    - c. Present the form to the appropriate administrator for signature authorization.
    - d. Completed authorized form shall be submitted to College Police or other designated key custodial location.
    - e. Request the key(s) a minimum of two weeks prior to each semester to assure the key and security access code (when necessary) is provided in time for the start of the semester.
    - f. At such time that the key is no longer needed (i.e., change of assignment, resignation, termination, etc.), return the key and receive a sign-off receipt from College Police.

All employees are responsible for returning their keys at the time their active employment ends. Employees are subject to an exit assessment by their Supervisor, ensuring vital District items are recovered, such as keys.

Also see Standard Operating Procedures (SOP) regarding guidelines for unlocking doors districtwide.

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*(Supersedes AP 7350.1, 3750.1)*