



## Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

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### AP 3501 – Campus Security and Access

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**Approved by Leadership: August 2014**

*Reference: 34 CFR 668.46(b)(3)*

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 via the College Police. In the case of periods of extended closing, the District 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. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility and College Police.

Emergencies may necessitate changes or alterations to any posted schedules.

Areas that are revealed as problematic will have periodic security surveys. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. The survey results shall be distributed to the Chief of Police, the Director of Facilities Planning and Management, and the appropriate Vice Presidents or Deans