

# ADMINISTRATIVE REGULATION 3501

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

GENERAL INSTITUTION

## CAMPUS SECURITY AND ACCESS

- I. During business hours (7:00 AM to 10:00 PM, Monday through Friday with weekend and summer operating hours being determined by the individual colleges), District facilities will be open to students, employees, contractors, guests, and invitees. Facilities will remain open only through the duration of the last scheduled class or event. Students may remain in classrooms or laboratories only when supervised by a faculty member or an authorized staff member. The responsible faculty member and/or authorized staff member shall notify the Campus Police Department if students are staying past business hours. They should also provide details related to the building, classroom, and duration of time students will be there.
- II. During non-business hours, semester breaks and District holidays, access to all buildings is by key or electronic key card, if issued, or by admittance via the Irvine Valley College or Saddleback College Police Departments.
  - A. Keys and electronic access cards are District property and are issued for the exclusive use of the employee to whom they are assigned.
  - B. Employees are prohibited from duplicating, transferring, or lending keys or access cards to any other person, including other employees. Unauthorized possession or use of District keys or access cards may be subject to corrective action consistent with District policies and applicable collective bargaining agreements.
  - C. Upon separation from employment, retirement, or reassignment of duties, employees must return all issued keys and access cards to your immediate supervisor, Campus Police, or Human Resources.
  - D. Employees are responsible for immediately reporting lost, stolen, or damaged keys or access cards to Campus Police.
  - E. All issuance and return of keys will be tracked by the respective college locksmith to ensure accurate control of building access.
- III. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.
- IV. Persons, not a student, officer, or employee of a college, found on campus during non-business hours may be directed to leave the campus or facility by a campus police officer when it reasonably appears that the person is committing any act likely to interfere with the peaceful conduct of the activities of the campus or facility, or has entered the campus or facility for the purpose of committing any such act, to include violations of any Administrative Regulation. If that person fails to do so or if the person willfully and knowingly reenters the campus or

Adopted:	05-26-09	Revised:	02-10-21
Revised:	07-10-14	Revised:	09-18-25
Revised:	10-15-15		

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facility within seven days after being directed to leave, the person may be guilty of a misdemeanor and subject to criminal penalty.

- V. The District operates public and non-public spaces. Non-public spaces are not open to the general public and include offices, classrooms, laboratories, intercollegiate exercise areas, child day care areas, and other restricted facilities used for educational or administrative purposes. (Also see BP/AR 3900 *Speech and Advocacy* and AR 3415 *Immigration Enforcement Activities*.)

*References:*

*34 Code of Federal Regulations Section 668.46(b)(3)*

*ACCJC Accreditation Standard 3.8*

*California Penal Code Section 626.6*

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