

AP 3501 - Access to College Facilities

Definitions

- I. A. Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location. Three levels of access are identified:
 1. **Employee Access:** Access to areas that typically contain sensitive equipment or data and access is based on a demonstrated need. Examples are Information Technology workspaces, faculty workrooms, employee lounges, private offices, storage rooms, and some labs because of the nature of equipment or functions involved.
 2. **Executive deans, deans, or directors** responsible for a program or service area have responsibility to control access to those areas.
 3. **Executive deans, deans, or directors** may further restrict employee access to specific employees in areas such as private offices, the cash area of Business Services, computer switch rooms, etc., dependent upon the activity occurring in a space.
- A. **General Access:** Areas generally open to both college employees and students. Examples are classrooms, labs, building 7 gym and related facilities, etc., during hours of operation designated by the Executive Team.
- B. **Community Access:** Areas not designated as limited to employee or general access, available to the general public without the necessity of enrolling as a student, e.g., the college library, open spaces of the campus (indoors and outdoors), and college food service facilities.
- C. **Closed Campus:**
 1. The Salem campus is closed and buildings are locked from 10 pm to 6 am, except Friday and Saturday evenings when campus buildings are secured as soon as scheduled events have concluded. Except for events listed on the Special Use Report, college buildings are closed Sunday, holidays and other days identified by the college as some type of a closure day.
 2. College facilities at McMinnville (Yamhill), Woodburn, Eola Viticulture, Dallas, CCBI, Brooks, and Santiam are closed except for the regular business hours and special events scheduled through the appropriate administrator at those locations.
 3. Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president/chief executive officer or designee. Loitering on college property when the college buildings are

closed is not allowed.

II. Employee Access

- A. Employees of Chemeketa Community College have access to all college facilities and programs based on need, except areas designated as restricted.
- B. Only employees who have received authorization from the relevant **executive dean, dean, or director** supervising the restricted area may have access to areas identified as restricted.
- C. Employee presence in a college building when the campus is closed is discouraged and only allowed when necessitated by college need. If present, employees shall notify the **Public Safety office** of their presence. Employees of the college are not allowed to sleep overnight in a college building or on college property.

III. Student Access

- A. Students have general access, but may be granted restricted access based on an identifiable college need.
- B. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment.
- C. Requests for exceptions will be directed to the appropriate **executive dean, dean, or director** for approval.
- D. Students are not allowed to be present in a college building when the campus is closed.

IV. Visitor Access

- A. Visitors have community access to college facilities.
- B. Visitors may not use college facilities without paying the appropriate fee when fees are charged for participation in the class or activity.
- C. Visitors are not allowed to be present in a college building when the campus is closed.
- D. Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons shall be directed to the Public Safety Director or designee in the Public Safety office on the Salem campus. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation and Immigration and Customs Enforcement. The Public Safety Director or designee will follow state and federal statutes and college policies/procedures to determine the release of any information. If a law enforcement

agency representative visits a site where Public Safety does not exist, the law enforcement representative shall be directed to the Administrator responsible for the site. The Administrator will work with the Public Safety Director to determine the release of any information. The President's office shall be informed that an inquiry by law enforcement occurred.

VI. Children's Access

- A. A child is defined as a person under age 16¹, not enrolled as a student.
- B. Childcare facilities of the college are exempt from the restrictions imposed on a child's presence on campus by these procedures.
- C. Children under age 16 have community access and may use college facilities, such as the college library, only while under the active supervision of an adult responsible for the child.
- D. A **college administrator** may place additional restrictions on the presence of children in specific locations.

VI. Public Safety and Employee Responsibility

- A. If it is believed that a person is in violation of these procedures, the **Public Safety office** should be called.
- B. A **Public Safety** representative will determine if a person is in an area without appropriate access and take necessary action.
- C. In the case of an unsupervised child, employees of **Public Safety** will attempt to determine the identity of a child, if supervised or not, and locate an adult responsible for the child.

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Adopted College Council

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Revised by College Executive Administration

¹ ORS 341.505