

Glendale Community College District

**3501**

Administrative Regulation

### **CAMPUS SECURITY AND ACCESS**

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. Normal business hours are defined as the regular hours of operation including scheduled classes and events. During the hours between midnight and 6:00 a.m., access to all District facilities is by approved access or by admittance via the Campus Police. In the case of periods of extended closing, such as an emergency, the District will admit only those with prior written approval to all facilities.

Public spaces at Glendale Community College include the Plaza Vaquero, San Gabriel Plaza and Sierra Vista Plaza. Non-public/private spaces have restricted access due to privacy concerns, operational needs, or safety considerations. District buildings and areas with physical access restrictions, such as by key card, locked doors or monitored entryways, fall into this category. Restricted areas also include some areas that may remain unlocked during the workday, but still require limited access. These areas include administrative or faculty offices, classrooms while classes are in session, locker rooms, laboratories, kitchens and food preparation areas, maintenance areas, storage facilities, and physical plant operations. Access to these areas require permission from District officials or a judicial order. (Refer to AP 3415 regarding Immigration Enforcement Activities.)

Emergencies may necessitate changes or alterations to normal business hours. Problematic areas may also be reported and/or assessed by Administrators, Campus Police, Faculty, Staff and/or Students. During the academic year, the Vice President of Administrative Services or designee will meet with the Risk Manager, Campus Police, Facilities Director and Information Technology (I.T.) to address issues of pressing concern.

Reference:

- 34 Code of Federal Regulations Section 668.46(b)(3)
- Accreditation Standard III.B.1 (2014)

Revised: 3/6/2025

Adopted: 03/12/13