



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 8102.1 GUIDELINE FOR UNLOCKING DOORS - DISTRICTWIDE

New Procedure

STATEMENT OF PROCEDURE

The purpose of the following policy and procedure is to provide a consistent response to “locked door” situations throughout the District.

Article I. Facilities Services and College Police will provide a coordinated response to requests for doors to be unlocked that are consistent with the instructional mission and security interests of the District.

FUNCTION AND DEFINITION

A. Procedure:

The locking and unlocking of doors of individual rooms or spaces is the responsibility of faculty members who have been issued keys for instructional or administrative purposes.

Facilities Services personnel possess master keys for building maintenance and repair purposes. Facilities Services is charged with the responsibility for unlocking designed spaces at the beginning of the day and for securing those same spaces at the end of the day based on pre-arranged schedules provided by the Presidents/Vice Presidents/Deans of their respective campuses. College Police possess master keys for building security and emergency access purposes. College Police will do regular security checks on a rotating basis of all District spaces to assure security is maintained.

It is the responsibility of all District personnel to request and obtain keys for building access or to make advance arrangements for building access via appropriate site administrators. Facilities Services and College Police are prohibited from opening doors for people who are (1) not properly identified and (2) do not demonstrate a business need for access to the area. In emergency situations (significant loss of property/safety/etc.), Facilities Services and College Police personnel will open doors for faculty or staff members.

B. Telephone Requests made to College Police Dispatch:

When College Police Dispatch receives any request from an individual claiming to be a member of the faculty, staff or administration of the District to unlock a door, the individual will be referred to their respective dean, the site dean, evening administration “duty” dean or their manager.

Dispatch may assist the requestor in identifying the “duty” dean or Office Manager for Continuing Education. Non-emergency requests will not be forwarded to Facilities Services or College Police field personnel. Emergency requests received from site deans, vice presidents or presidents will be referred to the appropriate on duty Facilities Services or College Police supervisor.

A request from a student to open a room for non-emergency purposes will be denied. They will be instructed to wait until their class or office is open during normal business hours.

Requests from contractors with a minimum of one week advance authorization on file will be referred to Facilities Services or designated field personnel. Contractor requests where no advanced authorization is on file will be referred to College Police or Facilities Services field supervisors.

C. Business Office Requests:

Telephone requests received at College Police or Facilities Services offices will be handled consistently with the procedures for calls received by College Police Dispatch or may be transferred directly to College Police Dispatch for assistance.

Requests for assistance received in person at College Police offices will be referred to the “duty” dean. College Police and Facilities Services personnel are encouraged to explain procedures for obtaining keys, advance approval or approval of appropriate deans or administrators.

D. Field Procedures – General:

When responding to extraordinary requests to open doors, the site dean or manager should be notified. In the event, the dean or manager cannot be contacted, College Police or Facilities Management personnel will be dispatched to evaluate. In the case of College Police, this information will be documented by field interview report for internal security purposes.

E. Field Procedures – Facilities Services

Facilities Services personnel will respond to unlock a door only when they have received a request from the dean or manager. If recurring problems are experienced with the same individual, Facilities Services supervisors will refer the problem to the Vice President of Administrative Services.

F. Contractors

Generally, Facilities Services and the office of the Facilities Management Vice Chancellor will coordinate the needs of contractors to enter District facilities after hours. The District’s Construction Manager is responsible for coordinating the work schedules and access of contractors. During times when the District is closed when College Police Dispatch receives a request from a contractor to open a room or building, the Construction Manager should be contacted for verification. If the Construction Manager cannot be contacted and College Police receives a request to open a building/room, a

College Police supervisor will be contacted. An officer may be dispatched to evaluate. It is anticipated that the officer will need to contact off duty personnel from Facilities Management and Facilities Services to receive the necessary authorization. The officer will document the incident and forward the information to their Lieutenant for appropriate follow-up.

G. Special Events

The District's practice is to enter into contracts with various individuals or organizations to utilize District facilities. As a matter of routine, when these contracts are entered into, arrangements are made to have Facilities Services personnel present to unlock and then secure the facility.

H. Facilities That Are Normally Unlocked

If College Police Dispatch receives a call from someone requesting assistance in entering a classroom or other facility that is locked, but that would normally be unlocked, Facilities Services will evaluate each occurrence and assist, as needed. Classrooms (example: chemistry labs, computer labs, animal health) with expensive equipment will not be opened. Faculty and staff will be referred to their dean or the manager if it is necessary for them to have a key(s) issued to them. Students will be informed that no assistance can be provided.

I. School Break Periods

During times when campuses are closed during the semester or holiday breaks, all requests to assist in unlocking doors will be denied unless prior arrangements have been approved by the Chancellor and advance notice has been given to College Police or Facilities Services.

J. ABSO (Bookstores/Cafeterias)

No assistance will be provided after normal business hours. During business hours, requests for assistance in unlocking doors should be referred to an ABSO supervisor. In the event of an emergency, a police supervisor should be dispatched to evaluate and take appropriate action. The incident should be documented and directed to the area Lieutenant.

K. Sensitive Areas

Campuses may contain rooms which are designated as sensitive areas by campus administration. These may include accounting control rooms or reprographic centers. Entry to these areas requires approval of designated managers of the areas.

L. Exception

It is recognized that situations will arise that require a departure from the above procedures. (e.g. staff members occasionally lock their keys in their office and are unable to either re-enter the office or drive home.) If in the judgment of the employee, an exception may be warranted, they should consult with the Administrative Police Sergeant, or a Facilities Services supervisor or manager.