

Business and Fiscal Affairs

AP 6805 CONTROLLED ACCESS HOURS

In order to protect the safety of personnel on District property and the security of District facilities, including the prevention of accidents and fire, the Board has authorized the Superintendent/President to establish the following controlled access procedure for all employees.

The weekday hours of 10:30 P.M. to 6:30 A.M., weekends and all holidays are designated as controlled access hours. A schedule of weekend classes and events will be provided to the District Police Department at the beginning of each semester. Employee and student rights to access facilities may be restricted during controlled access hours if deemed necessary by District administration.

Employees who need to use District facilities during controlled access hours on a regular or anticipated basis must notify their manager/supervisor in writing prior to access, giving the location and an estimated duration of use. The manager/supervisor will forward the notification to the District Police Department. A new request needs to be submitted each semester. Employees who need to use District facilities during controlled access hours on an irregular or unanticipated basis must notify the District Police Department upon arrival, as specified below.

Prior to or at the time of access, the employee is to contact the District Police Department and provide the following information:

1. name
2. area of access
3. telephone number in access area
4. estimated duration of access

If an employee needs to extend the access hours beyond the original estimate, the employee should call the District Police Department to advise them of the new departure time.

Office of Primary Responsibility: Administrative Services

Date Approved: February 16, 2016 *(Taken from AP 6800 to highlight the information)*

Date Reviewed: May 16, 2023