

AP 3501 Campus Security and Access

References:

34 Code of Federal Regulations Part 668.46(b)(3);
NWCCU Standard 2.H.2
ORS 341.290(4)

During business hours, Southwestern campus facilities (excluding Housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all campus facilities is by key, if issued, or by admittance via Campus Security staff or their designee.

Campus Security or their designee will unlock instructional facilities at the beginning of each day and lock them after the last class of the day, based on the predetermined list provided by the Office of Instruction. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Keys will be issued to College staff with a continuing need to enter specific locations. Keys shall not be issued for community use of facilities or for student use without the approval of a College representative. Community use will be scheduled through the Facility Scheduler or their designee and College Campus Security shall provide access to buildings on a prearranged schedule.

Student Housing apartment access is controlled by Student Housing residents. Over extended breaks, the doors will be secured around the clock.

Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Offices, support spaces, and some instructional spaces may be locked to protect College property and individuals from injury.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys (patrols). Administrators from Campus Security, Student Housing, and Administrative Services review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the Director of Facilities, Director of Emergency Management, and Director of Student Housing meet to discuss campus security and access issues of pressing concern.

Approved: November 3, 2021 (replaces/combines APP 10031 Access to College Facilities)

NWCCU Standard Revised 2.I.1