

This procedure is applicable to all MiraCosta Community College District property. It implements district policy regarding the closure of district buildings and grounds, provides for public notice, and assigns responsibility for ensuring compliance.

During business hours, the district will be open to students, parents, employees, contractors, guests, and invitees. During nonbusiness hours, access to all district facilities is by key or fob, if issued, or by admittance via the College Police Department. In the case of periods of extended closing, the district will admit only those with prior written approval to all facilities as approved by duty administrators (see below).

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Once per year, the College Police Department shall coordinate a nighttime security survey of the three district locations. Administrators from the Student Services Division, the Administrative Division, the Facilities Department, and other concerned areas review these results. These surveys examine security issues, such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the district facilities maintenance officer, chief of College Police, and maintenance staff shall meet to discuss campus security and access issues of pressing concern.

Function

During the hours between 11 p.m. and 6 a.m., campuses are officially closed with no classes scheduled, all business offices are closed, and no public services are available. District overnight operations involve safety, security, building maintenance, systems maintenance, and miscellaneous overnight activities. Similarly, during holiday periods, district operations are at a minimum; however, some maintenance, repair, or construction operations may be ongoing.

Definitions

“Duty administrator” includes the superintendent/president, the vice presidents of Instructional Services, Student Services, Human Resources and Administrative Services, the dean of Continuing and Community Education and the San Elijo Campus site administrator, and/or their designee(s).

Responsibility

1. The superintendent/president and the deans of Community Education and the San Elijo Campus are duty administrators for implementing the campus closure policy at their respective institution.
2. College police are duty administrators for identifying and reporting violations to duty administrators and/or taking other appropriate enforcement action.

Notice

1. Duty administrators should periodically notify faculty and staff of the dates and times of campus closures, including procedures for obtaining exemptions as needed.
2. Duty administrators will ensure appropriate signage is posted to notify faculty, staff, students, and visitors when the campus is closed, when it is permissible to be on campus, and when facilities are available for public use.
3. Signage on outdoor recreational facilities (tennis courts, athletic fields, etc.) should contain hours of permitted use, any use restrictions, and notice of the requirement for permits pursuant to Board Policy 6700.
4. Faculty and staff members who have not received an exemption under this procedure and who return to or remain on district property during a closure and who will be entering or using a district office, classroom, mailroom, or building are required to produce valid photo identification when asked to do so by a college police officer or a security officer.

Exemptions

1. The superintendent/president, vice presidents, and dean of Continuing and Community Education and the San Elijo Campus site administrator are exempt from campus closures.
2. Employees of College Police and Facilities are exempt from campus closures.
3. Academic Information Services (AIS) personnel responsible for maintaining district computer systems are exempt from campus closures with regard to AIS facilities.
4. Employees whose presence on campus is necessary to the operation of the district may be exempt from specific campus closures based on the recommendation of the superintendent/president or vice presidents. Examples would include personnel needed to maintain science experiments, feed animals, preserve perishable goods, or facilitate athletic events.
5. Members of the Emergency Preparedness Team are exempt from campus closures.
6. Participants in activities authorized under Board Policy 6700 (Civic Center Act) are exempt from campus closures.

7. Faculty members, administrators, and staff members who have legitimate college business reasons for being at a college site between the hours of 11 p.m. and 6 a.m., provided they can produce valid photo identification, are exempt from campus closures.

Procedure for Obtaining Exemptions

Holiday Closures

Administrators, faculty, and staff members who find it necessary to be on campus during college holidays shall notify College Police in advance indicating where and when they plan to be present on campus.

Overnight Closure

Deans, faculty members, or others who's academic, athletic, or other programs require the presence on district property between 11 p.m. and 6 a.m. on the day following shall notify College Police in advance about the reason for presence on campus and the approximate location.