Responsibility for Patrolling District Property

The district has established a police department as authorized by Education Code §§72330, et seq. The district employs P.O.S.T. (Police Officer Standards and Training) certified police officers whose peace officer authority extends throughout California. The members of the MiraCosta College Campus Police Department (MCPD) are responsible for protecting life and property on or near any property owned or controlled by the MiraCosta Community College District. The specifics of police department operating procedures are not published or posted for safety and security reasons.

The Campus Police Department is the responsibility of the Chief of Police under the authority delegated by the Vice President, Student Services, and as authorized by the Education Code.

Although the Campus Police Department is specifically responsible for the safety and security of people and property within the district and patrolling the district, it is the responsibility of all employees to be vigilant and to report any suspicious activities to the Campus Police Department, to secure doors and assets under their supervision, possession, or control, and to fully cooperate with the Campus Police.

Responsibility for Maintenance

A. Facilities

The Facilities Department is responsible for the facilities and grounds of the district. The functions of the department include the following:

1. Facilities Planning and Capital Projects: provides management oversight for programming, planning, architecture, engineering, and construction of new or remodeled projects and tenant improvements. Also responsible for tracking and maintaining all space data, such as floor plans, square footages, Five-Year Capital Outlay Plan, and local/scheduled maintenance plans.

2. Facilities Administration: provides departmental administrative and operations support for the Facilities Department, HelpDesk service, scheduling of district vehicle usage, building security codes, work request status, and issuance of building keys.
3. Facilities Maintenance Services: provides building maintenance services including interior finishes (carpet, painting, and floor tile), electrical, mechanical, heating and ventilation, plumbing, and issuance/inventorying of building keys.

4. Facilities Custodial Services: provides custodial services including daily housekeeping of district buildings, classrooms, offices and restrooms, set-ups for special events, office relocation, and moves of district furniture and equipment.

5. Facilities Grounds Services: provides grounds maintenance services for roadways, sidewalks, general landscaping, landscape construction and maintenance work related to irrigation plumbing, irrigation electrical and installation, recycling, and assistance with set-ups for special events.

6. Facilities Transportation Services: provides fleet oversight and preventative maintenance services/repairs for district vehicles, carts, and equipment.

Although the Facilities Department is specifically responsible for the maintenance and operation of the district’s grounds and facilities, all district employees are expected to be vigilant and to report any potential maintenance or safety issues to the Facilities Department, keep outside doors closed to conserve energy, and in general practice, good housekeeping in their work areas.

The Facilities Department is the responsibility of the Director of Facilities under the authority delegated by the Vice President, Business and Administrative Services.

**Responsibility for the Distribution and Accountability of Keys/Access Cards**

The Facilities Department is responsible for the distribution and accountability of keys and access cards. The Facilities Department works closely with the Campus Police, Human Resources, and Risk Management departments to coordinate the accountability of keys and access cards.

Regular employees and associate faculty will be issued keys/access cards upon completion of the district’s key/alarm request. The request can be found on the portal at https://portal.miracosta.edu. The request must be received by the Facilities Department at least ten (10) days prior to need. Once a request has been approved and forwarded to facilities, regular employees can pick up keys at the Oceanside Campus at the Facilities Department in Building 4200. Associate faculty can pick up keys from the Associate Faculty Office located in Building 4600. All keys at the San Elijo Campus can be picked up from the faculty secretary located in the Administration Building. All keys at the Community Learning Center (CLC) can be picked up from the noncredit student and faculty support specialist or designee.

Written authorization from the appropriate division vice president and/or the superintendent/president is required for access to spaces other than primary work station(s). Such authorization shall only be granted where an evident need has been established.
Regular employees in the positions listed below shall be given access to key lock boxes containing grand master and/or building master keys. Keys shall be returned to the lock box at the end of the employee’s workday. Issuance of keys to any employee not on the list or other exception(s) shall require written authorization from the appropriate division vice president and the superintendent/president.

All regular employees and associate faculty shall immediately report lost or stolen keys/access cards to the Campus Police Department and their immediate supervisor. Regular employees and associate faculty members shall be financially responsible for the cost to the district for replacement of lost or stolen keys/access cards and lock cores at $100 for each core replacement up to $1,000 for any one loss of keys regardless of the number of lost keys. The employee’s department(s) shall also be held financially responsible for the remaining cost for the replacement of lost or stolen keys and the loss of property from district spaces left unsecured as a result of any unreported lost or missing keys and/or access cards.

Grand master key lock box list:

- Associate Dean, Student Services – San Elijo Campus
- Associate Dean, Community Learning Center
- Building and Maintenance Mechanics
- Building and Maintenance Supervisor
- Grounds Supervisor
- Campus Police
- Custodial Utility Worker, Community Learning Center
- Custodian
- Dean, Community Services and Business Development
- Facilities Assistant
- Grounds/Utility Worker – San Elijo Campus
- HVAC Mechanic
- Mail Carrier
- Dean, San Elijo Campus
- Building and Maintenance Supervisor – San Elijo Campus

Academic Information Services (AIS) and other staff regularly required to work on nonbusiness days and/or times when the college is closed shall be given access to key lock boxes containing grand master and/or building master keys as authorized by the appropriate division vice president and the superintendent/president.

Grand master keys will be issued exclusively to the superintendent/president, division vice presidents, and the directors of Facilities, Campus Police, and Safety. Grand master keys shall be kept in individual lock boxes in the respective employee’s office and shall be returned to the box at the conclusion of the employee’s work day.

No grand master keys shall be taken off district property. Exceptions require written authorization from the superintendent/president.

All decisions regarding the need to rekey the facilities due to lost or stolen keys shall be at the direction of the division vice president and superintendent/president.
Responsibility for Publication of Warnings about Unsafe Areas of the District

The Risk Management Department is responsible for the publication of warnings about unsafe areas of the district and the campuses. The Risk Management Department works closely with the Facilities Department and the Public Information Office to adequately identify and publicize unsafe areas of the district.

The Risk Management Department is the responsibility of the Director of Risk Management under the authority delegated by the Vice President, Business and Administrative Services.

All employees of the district are expected to notify the Risk Management or Facilities departments of any areas that could be potentially unsafe so that the potentially unsafe areas can be evaluated and dealt with appropriately.

Responsibility for Emergency-Notification Procedures

The Public Information Office is responsible for emergency-notification procedures. Emergency-notification procedures include media communications, Internet postings, reverse 911, internal emergency telephone messages, and outside mass-notification systems. The Public Information Office works closely with Academic Information Systems and the Facilities, Campus Police, and Risk Management departments in the development and implementation of emergency-notification procedures.

The Public Information Office Department is the responsibility of the Director of Public Information under the authority delegated by the superintendent/president.

Responsibility for Fire/Smoke Alarms, Fire Extinguishers, Mass Notification, and Emergency Phone System

The Facilities Department is responsible for the fire and smoke-alarm systems and fire extinguishers. In conjunction with the Director of Risk Management, the Facilities Department conducts regular tests of the systems and upgrades system as appropriate.

The Facilities Department is the responsibility of the Director of Facilities under the authority delegated by the Vice President, Business and Administrative Services.

Academic Information Systems (AIS) is responsible for the maintenance of the mass-notification and emergency-phone system.

Locking Software for Computers

Academic Information Systems is responsible for all districtwide software, including locking systems. Specific procedures for locking systems are not published or posted due to security considerations.

AIS is the responsibility of the dean under the authority delegated by the Vice President, Instructional Services.