

Access and Maintenance of Campus Facilities

Central Arizona College is a public facility. All campus buildings and facilities are open to the public during normal business hours; however, certain areas may have varied access. Buildings are unlocked in the mornings beginning at 6:00 a.m. and secured in the evenings at approximately 10:00 p.m. No external activities are permitted while the campus is closed, without express approval of the appropriate campus administration. College Police Department Personnel patrol all campus buildings and facilities on a regular basis. Loitering is not permitted on campus; any canvassing, peddling or soliciting requires prior approval of the respective Dean of Students at each campus.

Keys to college facilities are issued to employees only, based on a need for access, and the loaning or duplication of keys is strictly prohibited. Campus-wide cooperation is expected between faculty, staff, and students to assure that doors are secured once they have been used. Students must obtain a pass from a faculty member to remain in or gain access to a building after the scheduled closing time. Students who do not have passes will be documented and asked to leave the building.

College facilities are maintained by the Department of Facilities. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Police Department Personnel regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Department of Facilities for correction. The Department of Facilities promptly addresses any problems identified during these inspections.

The Department of Facilities maintains the ability to respond on a 24-hour basis to correct significant discrepancies related to safety and security. This response facilitates prompt repairs to buildings and equipment deficiencies that present an immediate risk to the campus community. Members of the campus community are encouraged to report safety and security problems to the Central Arizona College Police Department – any time of the day or night – by dialing 836-9655.

Access and Maintenance of Residence Halls

The main access doors to Residence Hall are locked at midnight, seven days a week, thereby providing students reasonable safety, security and privacy. Students are issued keys to access these doors as well as the doors to their rooms. Students are continually encouraged to lock their rooms and discouraged from propping open any doors. Building locks are changed on a regular basis, and locks are also changed immediately when a lost key poses a security threat to building residents.

It is an individual's responsibility to lock and maintain access control to his/her residence hall room. Police Department and Residence Life Staff Members routinely monitor building access and encourage student residents to assist by keeping exterior doors locked and not using objects to prop open locked doors. If a properly identified person is locked out and requires access to a room, either a Resident Assistant or Campus Police Officer will grant access. In the case of inoperable locks, a locksmith is available through the Department of Facilities. Each new resident student is provided with a Student Handbook that amplifies the information in the housing contract regarding safety and security in Residence Halls. These sources, supplemented with other handouts, provide students with an awareness of their rights, responsibilities, rules, regulations and important information regarding dangerous and inappropriate activities that are prohibited at the College in order to safeguard the security and well being of others.

Entry into the area of the residence halls is limited to authorized college staff members, resident students and their registered guests. Guests to residence halls are the responsibility of the person they are visiting and must abide by all residence hall rules, including the campus escort policy, which provides that all guests to a residence hall must be escorted by the person they are visiting at all times while inside the residence hall. Both the Residence Life Staff and the College Police Department closely monitor residence hall safety and security.

Entry by college staff into a student's residence hall room is limited to the following:

- By law enforcement officers in the line of duty and in accordance with legally defined procedures governing search and seizure.
- By authorized custodial and maintenance personnel for the purpose of making improvements and repairs and to provide routine maintenance.
- By authorized college personnel for the purpose of conducting a room inspection to ensure that health, fire and safety

standards are maintained.

By authorized college personnel, in an emergency situation, to provide for the health, safety or welfare of a student or to make emergency repairs to prevent damage to property.