

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: CAMPUS ACCESS & SECURITY		Original Issue Date: November 13, 2008	Policy #: 625
		Supersedes: June 1, 2022	Effective Date: May 30, 2023
Individuals / Committees Consulted: College Safety Officer	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (Signature on File)	

PURPOSE:

To describe methods for promoting the safety and security of faculty, staff, students and property

POLICY:

Entry to the College campus by staff, students, and faculty is by presentation of a valid Department of Health Services photo ID.

All visitors and students without badge must check in with security.

Minors are not allowed in classrooms/skills labs during educational instruction or left unsupervised on the College campus.

Students and visitors are not allowed in the College basement without an escort.

The normal business hours are Monday through Friday from 0600-1700.

The College campus is closed on weekends and all County approved holidays.

During intersessions and recesses, when there are no classes, the College campus is open during normal business hours.

Safeguards are in place to reduce the risk of criminal activity at the College. These include:

- Limited access to buildings (cardkey system)
- Security lights at entrances and in outdoor corridors
- Students and guests without escort are not allowed in the basement offices
- Private security stationed in lobby of Administration building and patrol of College grounds
- Allied Security Dispatch available 24 hours/day for response to College

Suspicious and criminal activities and incidents are reported. Public safety situations will be reported to LA General Medical Center Administration:

- Incidents may include disturbances by students, visitors, and employees.

PROCEDURE:

Faculty and staff:

- Notify Allied Security Dispatch (x93333) (or 323-409-3333 from cell phone) if on campus when security guard is not on duty or immediate assistance is needed

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CAMPUS ACCESS & SECURITY

- Notify security during Saturdays and holidays
- Report criminal or suspicious activity to onsite guard or supervisor
- Meet student(s) in Administration Building lobby to escort to their basement office
- Maintain security of building – do not prop open fire or exit doors.

College Administration/College Safety Officer/designee has the authority to restrict, withhold, or remove access to the College campus from persons who pose a threat or risk to the safety and security of the college community or property. Such individuals may be trespassed from College property pursuant to California Code, Penal Code-PEN § 626.8.

REFERENCES:

College Policy #511: Identification Badge
California Code, Penal Code- PEN § 626.8

REVISION DATES:

November 13, 2008
September 8, 2011
March 12, 2015
October 26, 2017
March 9, 2020
March 26, 2020
June 1, 2022
May 30, 2023