

**WALLA WALLA COMMUNITY COLLEGE  
SECURITY AND ACCESS TO CAMPUS FACILITIES  
ADMINISTRATIVE POLICY 3550**

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**I. Policy Background/Purpose:**

Walla Walla Community College is a public community college and is open to the public based on a schedule determined by College Administration. The schedule is subject to change based on facility usage and may be changed without notice by the Campus Security and Environmental Health and Safety Department if there is a concern related to the safety or security of a member of the college or a potential threat to the college facilities.

**II. Definitions:** N/A

**III. Authority:**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

**IV. Scope/Responsibilities:**

This policy applies to the Walla Walla Community College campuses in Walla Walla, Washington and in Clarkston, Washington. Walla Walla Community College operates college programs at the Coyote Ridge Correctional Facility in Connell, Washington and at the Washington State Penitentiary in Walla Walla, Washington. Both of these locations are under the control of the Washington State Department of Corrections and are exempt from this policy.

**V. Policy:**

Walla Walla Community College facilities are locked outside of posted hours of operations. Walla Walla Community College utilizes a standard mechanical key and lock system for all campus facilities. Facility keys are issued by the college Facilities Department once a key request form has been submitted by a college employee and the form has been approved by the Executive Director of Campus Safety and Environmental Health and Safety in compliance with the College's key control procedure.

***Exceptions to this policy:***

Any individual who is on or in a Walla Walla Community College campus facility and is determined by the president or his designee to:

- Be in violation of college policies
- Be engaged in any act that could represent a safety or security concern to the college
- Whose physical presence cannot be linked to any function or mission of the college
- Or whose behavior results in any disruption, change to or cancellation of any college sponsored or approved activity or function may be trespassed from the college. The Walla Walla Community College Campus Security and Environmental Health and Safety Department will document and track all issued trespass warnings. A written trespass form must be completed by the individual authorized by the college to issue the trespass warning and must be submitted to Campus Security and Environmental Health and Safety.

Walla Walla Community College reserves the right to designate specific rooms, building or facilities as a restricted access area. These areas are not open for public access in order to provide for the safety, security, or confidentiality of material, equipment or specific college functions.

**Referenced Policies/Procedures:** N/A

<b>Policy Contact:</b> <u>Vice President of Finance</u>
<b>Approved by:</b> <u>Dr. Chad E. Hickox, President</u>
<b>Date Originally Approved:</b> <u>2/20/2018</u>
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