



September 4, 2007

Section: Campus Security

Subject: Building Use During Off-Hours

Contact: Vice President of Student Services

I. Purpose

In order to secure the college campus and all equipment housed in its facilities during periods of non-use, a procedural lock-down process of the entire college has been developed to secure the campus during designated non-use periods.

II. General Guidelines

Los Angeles Trade-Technical College and its support buildings shall be considered closed from 11 p.m. to 5:00 a.m. Monday through Friday, and from 6:00 p.m. Saturday through 5:00 a.m. Monday. That includes locking all buildings, perimeter gates and parking lots. The facilities will be closed to ALL personnel except Los Angeles County Sheriff's Department deputies, security officers and cadets and certain Physical Plant personnel on duty. During the times when the college is closed, all gates surrounding the perimeter of the campus will be closed and locked.

All others found to be on campus during these periods shall be removed from the premises by the Los Angeles County Sheriff's department deputies, security officers or cadets on duty. In situations where unauthorized personnel are found engaged in illegal or suspicious activity, appropriate actions will be taken by the Los Angeles County Sheriff's department deputies, security officers or cadets on duty. In all instances where an unauthorized person is found on campus when it is closed, a report of such instances and the subsequent action shall be documented in a campus incident report in the Sheriff's office, and a copy of that report will be issued on the next working day to the Vice President of Student Services.

III. Permission Process

For any school employee, who may need to be on campus during the non-use period, the following procedure needs to be followed:

- A. All employees seeking to use the campus during closure periods MUST complete the "Request for Campus Entry" form BEFORE the employee visit takes place. The form must be delivered to the Sheriff's office for log-in, and on the day of the employee visit, the employee needs to notify the security officers of his/her presence on campus. The College retains the right to verify that the employee has a job-related reason for being on-campus during the time when the campus is officially closed. The form will only cover a period of 30 days. With each 30-day period, another request will need to be filled out. The form is available on the college website and will also be available at the Sheriff's office. Those employees who do not submit a "Request for Campus Entry" form BEFORE a routine visit will NOT be allowed on campus. Emergency situations will be considered on a case-by-case basis.
- B. At anytime, an employee may be asked by the Los Angeles County sheriff's deputies or other security officers to show current college identification. Current employee identification MUST be shown upon request by law enforcement agencies. Anyone who cannot produce a current college identification will be removed from campus. Any school employee can secure an identification card by filling out the STAFF IDENTIFICATION Form found on the LATTTC website, and bringing it to the Personnel Department in K-201 where the employee's status will be verified and the form signed. Then the form should be delivered to the Information Center in the R-building where the employee's photo can be taken and the identification card produced during the center's regular operating hours.
- C. Employees must notify the Sheriff's department of their visit and location on campus upon ARRIVAL during non-use hours. When leaving campus, the employee will return to the Sheriff's department and notify deputies of his/her departure. Depending on response needs, the sheriff's deputies or security personnel may offer to escort the employee to and from their campus destination. The employee's arrival and departure must be logged in by the Los Angeles County Sheriff's department personnel.

The Vice President of Student Services will receive a log entry report each week, documenting those on campus, entries and exits and reasons for employee entry.

POLICY REVISED 9/4/07