

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 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 College Police Department is the responsibility of the chief of police under the authority delegated by the vice president, administrative services, and as authorized by the Education Code.

Although the College 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 College Police Department, to secure doors and assets under their supervision, possession, or control, and to fully cooperate with the college 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, Help Desk service, civic center and other facilities use, scheduling of district vehicle usage, building security codes, work request status, and issuance of building keys.

MiraCosta Community College District

Page 1 of 4

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References: ACCJC Accreditation Standard III.B.1
34 Code of Federal Regulations Part 668.46(b)(3)

CCLC Update: #25, 11/14

Steering: VPAS

3. Steering: VPAS Facilities Maintenance Services: provides building maintenance services including interior finishes (carpet, painting, and floor tile), electrical, mechanical, plumbing, heating and ventilation problems, issues and inventories building keys, and non-bond capital construction.
4. Facilities Custodial Services: provides custodial services including daily housekeeping of district buildings, classrooms, offices and restrooms, setups 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 control, recycling, and assistance with set-ups for special events.
6. Facilities Transportation Services: provides fleet oversight and preventative maintenance services/repairs for district vehicles, utility 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, administrative services.

Responsibility for the Distribution and Accountability of Keys/Keyless Access

The Facilities Department is responsible for the distribution and accountability of keys and access cards. The Facilities Department works closely with the College 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 business days prior to need. The supervisor, director, or dean may only approve requests for keys/keyless access for buildings that they are responsible for. If the room and/or building are under the primary supervision of another supervisor, director, or dean, then an approval must be obtained from that supervisor, director, or dean.

Keys/keyless access will be issued only when individuals need access to an area for their job function. For buildings that have electronic access control, physical keys should only be requested in special circumstances. Employees shall not loan keys to other employees, students, contractors, vendors or members of the community, etc. Keys/keyless access will be issued to non-regular employees (i.e. student workers,

vendors, temporary employees, contractors, university partnerships, civic center use, etc.) on a case-by-case basis. Such exceptions will require the approval of the vice president, administrative services or designee.

The Facilities Department is responsible for coordinating key cutting, door lock changes, keys/keyless access, and key assignment records. Any unauthorized duplication of district keys may result in disciplinary action.

Employees whose employment with the district ends through resignation or retirement, must return their assigned keys/keyless access device to the Human Resources department or facilities on or before their last day of employment. Retirees who work on a part-time basis for the district will be re-issued keys/keyless access appropriate for their part-time employment upon approval. Employees will be held responsible for the expense to change the locks or replace lock cores on rooms or buildings for physical keys not returned.

Once a request has been approved and forwarded to facilities, all requested and approved keys/keyless access devices for the Oceanside Campus (OCN) can be picked up at the OCN Facilities Department in Building 4200. All keys/keyless access devices at the San Elijo campus (SAN) can be picked up from the faculty secretary located in the Administration Building. All keys/keyless access devices at the Community Learning Center (CLC) can be picked up from the Assistant Registrar 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/keyless access devices. Keys/keyless access devices shall be returned to the assigned lock box at the end of the employee's workday. Issuance of keys/keyless access devices to any employee not on the list below shall require authorization from the vice president, administrative services, or designee. Grand master and/or building master keys/keyless access device requests for non-regular employees (i.e. vendors, temporary employees, contractors) will be done on an exception basis. Such exceptions will require the approval of the vice president, administrative services or designee. These grand master and/or building master keys/card/key/fob will be assigned to a grand master key lock box by the director of facilities or designee.

All regular employees and associate faculty shall immediately report lost or stolen keys/access cards to the Campus 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:

Assistant Registrar, Community Learning Center
Building and Maintenance Mechanics
College Police
Custodial Maintenance Worker
Custodian
Custodial Supervisor
Dean, Community Learning Center
Dean, San Elijo Campus
Director of Student Services
Executive Director, Community Education and Workforce Development
Facilities Assistant
Fixed Assets and Administrative Services Specialist
Grounds Maintenance Specialist
Grounds Supervisor
HVAC Technician
Infrastructure Systems Engineer
Instructional Assistant
Mail Carrier

Grand master keys will also be issued exclusively to the superintendent/president, division vice presidents, and the directors of facilities and college police. Grand master keys issued to these employees 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 district risk management officer under the authority delegated by the vice president, human resources.

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 Services (AIS), Facilities, college police, and Risk Management departments in the development and implementation of emergency-notification procedures.

The Public Information Office is the responsibility of the director of public and governmental relations, marketing and communications 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 district risk management officer, the Facilities Department conducts regular tests of the systems and upgrades system as appropriate.

AIS is responsible for the maintenance of the mass- notification and emergency-phone system.

Responsibility for Locking Software for Computers

AIS 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.

Responsibility for Surveillance Security System

The purpose of a surveillance security system is to ensure the safety of persons and property, provide enhanced security , and assist in crime or loss prevention.

Surveillance cameras may be located throughout the district in public common areas such as walkways, parking lots, and high traffic outdoor areas of campus. When the district proposes to install cameras at a specified location that is not currently subject to video monitoring, the district will issue a public notice to students, employees and other members of the campus community advising of the intended location and allow a reasonable opportunity for feedback prior to a decision to install cameras. Signage providing notification of video monitoring shall be posted in common areas where the cameras are placed.

Surveillance cameras shall not be used inside restrooms, locker rooms, changing rooms, classrooms, workstations, or private offices.

Cameras may not always be actively or continuously monitored in real time

(i.e., 24 hours a day, seven days a week), however, the system may be utilized in real time during emergencies to provide essential information to emergency personnel.

Recorded images may be shared with outside law enforcement agencies. Recorded images will be retained/stored for 30 days. This retention period may be extended by the district for good cause, or as required by law.

Maintenance of the surveillance security system will be the responsibility of AIS. Only authorized district personnel directly involved with the maintenance of the surveillance security system may access surveillance cameras and the surveillance security system. Nothing in this administrative procedure limits the lawful powers of the College Police Department to utilize video surveillance in the course of a criminal investigation pursuant to California Penal Code.