



## PimaCountyCommunityCollegeDistrict Administrative Procedure

<i>AP Title:</i>	<b>Facilities Security and Access Control</b>
<i>AP Number:</i>	AP 8.01.02
<i>Adoption Date:</i>	11/13/19
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	11/2/22, 11/6/25
<i>Revision Date(s):</i>	11/2/22, 11/6/25
<i>Sponsoring Unit/Department:</i>	Facilities
<i>Policy Title(s) &amp; No(s):</i>	Facilities Operations and Maintenance, BP 8.01
<i>Legal Reference:</i>	ARS § 13-3715
<i>Cross Reference:</i>	Security and Access Control Operations Plan; Employee Handbook, Faculty and Student Code of Conduct

### PURPOSE

The physical security of Pima County Community College District (College) is essential to protect College assets and ensure a safe environment for students, faculty, staff, and guests. The Chancellor delegates responsibility to the Assistant Vice Chancellor for Facilities (AVC) to establish and continuously update procedures and processes for the appropriate management of security and access control operations.

The AVC in coordination with the Security and Access Control Work Group (SACG) will develop and implement the procedures and associated operation manuals. While developing procedures, communication and training related to security and access control, the needs and operations of District units/departments will be evaluated and considered. Units/departments are expected to adhere to security controls installed by Facilities with the understanding that security and the

mitigation of risk to an appropriate level will take precedence over convenience. Units/departments are expected to ensure training is completed when mandated by the level of access granted and as detailed in the SACG Standard Operating Procedures (SOP).

## **SECTION 1: Security and Access Control Work Group Role**

The Security and Access Control Work Group (SACG) is a monitoring work group composed of designated representatives from College Police, Human Resources, Information Technology, Environmental Health and Safety, Internal Auditor, Facilities, and other departments as deemed necessary by AVC. The SACG will invite other departments for input as needed depending on request type. The SACG defines and recommends standards for College access control within the Security and Access Control Operating Procedures (SACOP). SACG is also an advisory group for requests and issues that fall outside of the standards set within the SACOP.

- Assess physical security
- Recommend physical security standards and devices
- Develop and coordinate delivery of security access related training
- Review requests for exceptions to any access standard

## **SECTION 2: SACG Membership**

Facilities will designate the SACG chair. The following operational areas will provide a representative for the SACG:

- Access Control Unit (ACU)
- College Police
- Information Technology
- Internal Audit
- Human Resources

Other areas may be included as determined by the SACG.