

# Access to Campus Facilities

All buildings are open by 7:00 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus security service, and it is their responsibility to make regular checks of each building to ensure that they remain locked. Outdoor lighting is a priority for campus safety/security. The College has attempted to ensure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. College Police personnel report light outages to the college maintenance department for light replacement. Students and staff members are encouraged to report lights that need replacing at the earliest convenience.

College officials and College Police are concerned with providing a safe environment and may request to see your faculty, staff or student identification card at any time.

## College Law Enforcement Policies and Procedures

1. Officers shall at all times abide by the Peace Officer's Code of Ethics and take appropriate action to preserve the peace, protect life and property, apprehend criminals, prevent crime, recover lost and stolen property and enforce the laws of the United States, the State of Alabama, and regulations of Coastal Alabama Community College.
2. Violation of rules: Violation of College rules and regulations or criminal offenses are reported in writing to the Dean of Student Services and/or Designee. College regulations, disciplinary actions, and disciplinary procedures are outlined in the College Catalog and Student Handbook.
3. Room searches: College Jurisdiction: If deemed necessary and advisable for the safety, security, and the maintenance of an educational atmosphere, a room may be searched. Searches will be conducted only in accordance with the preceding sentence or if there is reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state or local laws, or College regulations. Any room search, except one conducted by law enforcement officers with probable cause or duly issued search warrants, must be approved by the Dean of Student Services and/or Designee
4. Code of Conduct: Officers are expected at all times to abide by the Coastal Alabama Community College Police Department Code of Conduct.