

**6.005**

**Use and Conduct upon College Properties**

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*The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).*

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*Date of Adoption: Adoption of Manual: July 2008*

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Protection of Property

1. The officers and employees of the college are expected to take prompt, reasonable, and even-handed measures to protect the assets of the college. Threats to college property should be immediately reported to law enforcement, fire, or health authorities.
2. The college shall maintain a crisis management plan with which all employees should be familiar. Copies of the crisis management plan are separate documents specific to each site and shall be available at each campus or outreach site of the college.
3. Campus deans shall determine staffing levels appropriate for safe campus operations. During times that campus facilities are open and when activities have been scheduled involving students and/or the public, minimum staffing levels include one maintenance/custodial employee and one additional staff member, to be approved by the campus dean. When minimum staffing levels of only two college employees are implemented, then security services shall be arranged at the discretion of the campus dean.

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Conduct on College Property

No person or persons may use the grounds, buildings or roadways, including properties rented or leased, for the actual or threatened breach of criminal laws, the regulations of the Board, violent or disorderly conduct, destruction of property, denial of free access, injury to persons, denial of lawful passage of persons or vehicles, seizure of properties, trespass, or conduct which interferes with the educational process or the public peace.

Any person in violation of the foregoing will be denied entry to college property. All persons in violation may be removed from the properties of the institution by the security personnel or by public law enforcement officers.

Students, officers, faculty and staff of the college may be further disciplined for violations of this provision. Disciplinary measures may include any combination of the following: warning, censure, admonition, reprimand, probation, and suspension, loss of privileges, expulsion, or termination.

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Key Issuance Procedure

Definitions:

Grand Master Keys: will open locks on any of the Mohave Community College campuses.

Sub Master Keys: will open all locks on a single MCC campus, including auxiliary locations in the service area.

Building or room keys: will only open locks associated with an individual building or room.

Procedure for issuing keys:

The protocol for locks and keys on the campuses of Mohave Community College is as follows:

Keys and Lock Cylinders: Keys will be cut and lock cylinders pinned only in the Mohave Community College Lock Shop. Keys may not be copied or made other than by the MCC Locksmith.

Key Request Form: Will be completed, signed by the employee receiving the key and the Dean. The request will be submitted to the college locksmith who will cut the key, mark it for identification, and issue it to the office of the campus Dean who will issue it to the employee, obtain the appropriate signature, complete the college form, and assure the registration of said key in the key registration college software.

Authorized key holders: Absent extenuating circumstances, which must be approved by the appropriate authority, only the following employees are authorized to have keys assigned:

Grand Master Key: College President, College Locksmith or others approved by the college President. Additionally, one key will be issued to the office of Technical Services for the use of their staff members. The key will be maintained in a secure place in the office and must be checked out from the Chief Information Officer or his designee, and returned following the assignment.

Sub Master Key: A sub master key will only be cut and issued to a Campus Dean, Associate Dean or Campus Facilities Manager. Campus Maintenance and Information Technology personnel may use a sub master key during their hours of work, and return the key to a secure location at the end of their shift. Courtesy patrol officers may check out a sub master at the beginning of their shift and return the key at the conclusion.

Building or Room Keys: Resident faculty and full time staff employees may be issued a key to the building(s) or room(s) in which they have office space or regularly perform other duties. A Key request form will be completed, signed by the employee requesting the key and the campus dean.

Part-time employees: Associate faculty and part time employees may be issued a building or room key, if in the opinion of the Campus Dean it best serves the needs of the campus, however, this practice is generally frowned upon, and if it should take place must be turned in at the end of each semester with regard to associate faculty, and checked and verified each semester with part time employees.

Relocation: Personnel who transfer from one position to another within the college shall turn in the keys from the original position and receive key(s) as approved relative to the new position. Appropriate records of the key exchange shall be maintained.

Resignation/Termination: All key holders must turn in their assigned keys when severing employment from the college and/or when transferring to another location in the college. All key holders must turn in their assigned keys to the Human Resources Office or appropriate campus designee when severing employment from the college and/or when transferring to another location in the college.

Record Keeping: The campus dean's office is accountable to maintain records of all keys issued on the campus, and recovering the keys from associate faculty at the end of each semester, or other part time employees at the end of their service contract. Records of all keys shall be maintained and updated on a regular basis in the college key software system.

All key assignments are subject to approval by the appropriate authority, and the privilege can be withdrawn. Keys remain the property of the college at all times and individual key holders are responsible for the security of the keys they have been issued.

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Art Facility Usage & Safety Procedures

Art facility is inclusive of art, ceramics, jewelry and lapidary classrooms, yard areas and storage areas.

Risk Abatement

- Classes must meet for the duration of time assigned by the managers.
- Instructors must pick up keys before class and returns at the end of class (HCB & NCK). Rooms will be opened by facilities personnel on the LHC campus.
- Instructors working in the facility outside of class time must pick up and return keys at front desk (LHC instructors make arrangements with facility personnel).
- MCC facilities, tools and materials can only be used for student learning and instructional demonstration purposes. Instructor production of work for resale is prohibited.
- MCC instructors may purchase supplies for resale to students.
- Students are not to be left unattended in any area of the art facility.
- Gates and loading areas are to remain closed and locked when not in use for loading/unloading purposes (NCK and LHC).
- Student work may only be accomplished during scheduled class time.
- All materials required for raku firing must be stored in a closed container in a storage unit.
- The art yards will be kept clear of scrap wood and metal, burn supplies, and discarded student work, etc.
- Student work left in the art facility at the end of each semester will be removed.
- Instructors are responsible for their students' work (i.e. ceramics instructors are responsible for arranging the firing of their own students work).
- Instructors are responsible for returning classrooms to an ordered and clean environment.
- Instructors must have the permission of the campus dean to work in the art facility outside normal business hours.
- Front desk personnel must verify instructor usage and sign instructors in and out.
- A project request is required for all changes to the art facility, including kiln building
- All deliveries of supplies need to have the approval of the appropriate manager (CCO specialist or AD) through the front desk personnel

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**6.005-D**

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Art Facility Usage & Safety**

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### Surveillance Cameras

Summary of Purpose: Surveillance cameras are used to assist in protecting the safety and property of the College community. This procedure provides guidelines regarding the use, access, and control of security cameras on Mohave Community College campuses and properties and outlines when and how security cameras are to be installed, how images and recordings are stored, and the conditions under which stored images or video are to be accessed.

The following classes of cameras are exempt from this policy:

1. Webcams, computer cameras, and pan/tilt/zoom (PTZ) cameras in classroom and office areas.
2. Cameras and related equipment in recording studios (e.g. CELT One Button Studio)
3. Cameras installed by authorized vendors to monitor vendor equipment (e.g. ATM cameras).
4. Cameras used for broadcast or other education purposes, live stream of College activities, or videotaping of lectures or interviews.

Primary Use: The primary use of cameras will be to record video and images for future identification of individuals in the event of legal, criminal, or policy violations. The College will not install cameras in faculty/staff offices or in non-public areas (e.g. restrooms, changing rooms, etc.)

Surveillance cameras may be installed in locations where the security of College assets or constituents would be enhanced. This includes locations that engage in credit card or other financial transactions.

1. "Appropriate signage for all campuses will be selected by the facilities committee to be installed by the Facilities department, providing notice of the cameras and enhance the crime prevention value of the camera."
2. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. (ARS 13-3019)
3. The Chief Information Officer (CIO) will function as the chief surveillance camera coordinator.
4. All video camera installations should be visible. The exact location, number, and function of all cameras will generally be considered confidential for security purposes.
5. The College reserves the right to place cameras in areas that are not open to the campus or general public (e.g. closed buildings or secured areas).



- Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, sexual orientation, disability or other protected classification is prohibited.
- No attempt shall be made to alter any part of any surveillance recording. Cameras and recording equipment shall be configured to prevent the alteration, deletion, or duplication of recorded data.
- For any request for investigation a ticket must be placed containing the Time, Date and Location of the incident in question and a full description of the event. It also must contain all relevant information as to the incident. This must be approved by CIO prior to the investigation.
- All requests for installation of cameras must be routed through the Information Technology department. The Information Technology department will then conduct a security assessment and forward the results for camera location(s) and other security recommendations to the requestor.
- Purchase, installation, and maintenance of camera equipment requires the approval of the appropriate chief, the campus dean and the CIO.
- All approved camera systems must be capable of interfacing with the centralized camera management system maintained by the IT department.
- Video or images will not be routinely checked and will only be reviewed in the event the College has a need to review the recorded images. Recorded information will be stored in a secure location with access by authorized staff only. For routine operation, authorized staff includes the CIO and Information Security Officer, and the college president. As such during normal operation it will be required to monitor the systems/DVR/Cameras for correct placement and functionality.
- Information obtained via surveillance cameras will be used exclusively for safety, security, compliance, and law enforcement purposes. Should monitoring reveal activity that violates laws or College policy an investigation will be initiated. Investigation data is not public information and any information retained will be released per open records policy as defined by Arizona statute.
- Law enforcement will have access to camera data to assist in the investigation of criminal activity. Access will be granted through the IT department for the length of the investigation only.
- Camera data will be retained for a minimum of 14 days and will then be securely deleted unless retained as part of a criminal or civil investigation or court proceedings.
- Any person who tampers with or destroys video security equipment will be subject to criminal prosecution and/or discipline as outlined in the Student Handbook and/or Policy and Procedures manual.

**6.005-E**

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Surveillance Cameras**

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