

**WALLA WALLA COMMUNITY COLLEGE
SECURITY AND ACCESS TO CAMPUS FACILITIES
ADMINISTRATIVE POLICY 3550**

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) is a public community college and is open to the public based on a schedule determined by College Administration, referenced in [Administrative Policy 2220-WAC-132T-190 – Use of the College Facilities](#).

II. AUTHORITY

WWCC Board Policy 1370, [Administrative Policy 2220-WAC-132T-190](#), [Administrative Policy 2230](#), [Administrative Procedure 2230](#), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

III. SCOPE OF POLICY

This policy applies to WWCC campuses in Walla Walla and Clarkston. WWCC operates college programs at the Coyote Ridge Correctional Facility in Connell and at the Washington State Penitentiary in Walla Walla, both of these locations are under the control of the Washington State Department of Corrections and are exempt from this policy.

IV. DEFINITIONS

- A. **Public Area:** refers to spaces on WWCC campuses and its grounds that are generally open to the public, such as primary public entrance lobbies of buildings, rotundas and adjoining public mezzanines, and exterior plazas and lawns.
- B. **Non-Public Areas include, but are not limited to:** classrooms while classes are in session, offices, meeting rooms, labs, shops, closets, and other workspaces primarily dedicated to college operations, and other areas designated by the college as a restricted access area to prevent disruption of the educational process and business of the institution, and protect safety, security, or confidentiality.
- C. **Restricted Access Areas:** locations that are not open to the public and may or may not be marked with signage or other indicators.

V. POLICY

- A. Public areas of the college shall be accessible during posted hours of operation, subject to holiday closures or other announced closures. Posted hours of operation are subject to change based on facility usage and may be changed without notice by the Campus Security and Environmental Health and Safety Department if there is a concern related to the safety or security of a member of the college or a potential threat to the college facilities.
 - 1. Refer to [Administrative Policy 2220-WAC-132T-190](#) and Administrative [Policy](#) and [Procedure](#) 2230 for information on the use of college facilities and use for expressive speech.
- B. Access to non-public and restricted areas is limited to authorized individuals. Employees, students, and members of the public who do not have specific authorization are prohibited from entering non-public or restricted access areas. Unauthorized access may result in removal from the premises and potential disciplinary or legal action.

- C. WWCC facilities are locked outside of posted hours of operation. The college utilizes a standard mechanical key and lock and/or card access system for all campus facilities. Facility keys and/or card access are issued in compliance with the college’s key control procedure.
- D. TRESSPASS
 - 1. In alignment with [Administrative Policy 2220-WAC-132T-190](#), the college may have the license or privilege to be on college property revoked and ordered to withdraw from and refrain from entering upon any college property for any of the reasons stated below. Remaining on or reentering college property after one's license or privilege to be on college property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.
 - a. Any person who violates or is in violation of a college policy, or
 - b. Be engaged in any act that could represent a safety or security concern to the college, or
 - c. Undue use of college property and/or resources without authorization and physical presence on college grounds cannot be linked to any invitation, reservation, function, or educational mission of the college, or
 - d. Whose behavior results in any disruption, change to or cancellation of any college sponsored or approved activity or function.
 - 2. The WWCC Campus Security and Environmental Health and Safety Department will document and track all issued trespass warnings. A written trespass form must be completed by the individual authorized by the college to issue the trespass warning and must be submitted to Campus Security and Environmental Health and Safety.

Policy Contact: Vice President of Administrative Services

Approved by (Department/Body): Dr. Chad E. Hickox, President

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