
Administrative Procedure
Chapter 6 – Business & Fiscal Affairs

AP 6520 SECURITY FOR DISTRICT PROPERTY

Reference:

ACCJC Accreditation Standard III.B.1

Each District employee is responsible for the equipment under his/her/their control and shall not loan or allow the use of the equipment to any individual not authorized by the District (see AP 6535 Use of District Equipment). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.

District facilities and grounds are for the use of District-authorized activities and events. (Also see BP/AP 6700 Civic Center and Other Facilities Use.)

Facilities Management (and Human Resources) is responsible for administering the process for issuance, use, and return, including monitoring, of keys/access control devices. The term 'keys' will be used to refer to all forms of access control. All issued keys/access control devices are the property of the District and are subject to recall at any time.

Authorization of Keys/Access Control Devices

Keys/access control devices will be issued only to District employees and to outside regular contractors/vendors who must have access to service areas when approved by the Associate Vice President of Capital Planning & Facilities and/or Campus Safety. Keys will be issued only where there is an actual need for an employee to have access to a facility to perform his/her/their work properly.

Temporary faculty shall be assigned keys only as required for their assignment. Temporary faculty shall turn in keys at the end of each session as part of a check-out procedure unless they are assigned to teach during the next session and will need the same keys in their upcoming assignment.

Keys shall not be issued to students, student workers, or short-term workers. Any keys essential to the work of student employees shall be checked out to the student as needed at the beginning of the work shift and checked in at the end of the work shift.

Keys issued to outside contractors shall be returned to the Facilities Department when the contractor's work is completed and building access is no longer required.

Upon transfer or reassignment within the District, the employee shall turn in any keys that are no longer needed and request the required new ones. This process shall be

the responsibility of the appropriate department head and/or Dean/Director to facilitate, and keys should be returned to the Facilities Department. If an employee returns keys and is still employed with the District, the Facilities Department must be notified at least two hours in advance of returning keys. If an employee is retiring from the District and is signing out, an appointment must be scheduled with the Facilities Department at least 24 hours in advance of returning keys. Any distribution of keys outside of issuance hours requires contacting the Facilities Department to make pickup arrangements, preferably with a 24-hour advance notice.

District employees on unpaid leave of absence in excess of three months must turn in keys prior to leaving. District employees may be required to turn in keys during other paid and unpaid leaves. The Associate Vice President of Capital Planning & Facilities shall determine when keys need to be returned during paid and unpaid leaves of less than three months.

Under no circumstances shall keys be loaned to an unauthorized person.

Key/Access Control Device Request

Keys will be issued only after a key request form has been completed and approved by the appropriate department head, Dean/Director or other authorized administrator. Requests for plant master keys shall be accompanied by written justification and require the approval of the Associate Vice President of Capital Planning & Director of Facilities.

Facilities will notify the requestor when the Key is ready for pick up from the Facilities Department (Building Z, LAC). Keys will be held for 30 days from the date of notification to the requestor. Key issuance hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Key pick-up requires at least a two-hour notification to the Facilities Department. Keys for the TTC campus are issued by the appropriate Dean's office at the TTC campus. Only the original requestor can pick up their key or code by showing picture identification for both LAC and TTC pickup.

Note: Identification is always checked with no exceptions. Each employee is responsible for becoming familiar with the building access and security policy and administrative procedures. Department heads, Deans/Directors, and other authorized administrators are responsible for ensuring that employees comply with the policy and administrative procedures.

Key/Access Control Device Responsibility

The person who signs for the key is responsible for it. Lost or stolen keys must be reported immediately to the Facilities Department. Employees are required to notify their immediate supervisor as soon as possible after discovery of loss.

Before replacement keys are issued, the proper forms concerning the incident must be completed. Charges for lost keys will be \$50 per key or \$100 per master key. No replacement key will be issued to employee until charges are paid. In the case of employee separation from the District, all keys must be returned to Facilities Management or Human Resources.

Key/Access Control Device Duplication

Each District key belongs to the District and shall not be duplicated. Any unauthorized duplication of a District key violates Penal Code Section 469 and is punishable with a fine or imprisonment.

District keys are the property of the Long Beach Community College District. Under no circumstances shall keys be transferred to or loaned to others. These items are intended solely for District use by the employee they are issued to and should be secured and safeguarded from loss. The Facilities Department will be responsible for maintaining records for the issuance and usage of all keys and access codes.

Fixed Assets

The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc., that cost more than \$5,000.

The District will conduct a physical inventory of fixed assets on a rotating basis.

Transfer of Assets

If fixed assets are moved within District boundaries, the manager in each respective area must approve the request and complete an Equipment Transfer Form.

Also see BP/AP 3501 Campus Security and Access, BP/AP 6540 Insurance, BP 6520 Security for District Property, and BP/AP 6535 Use of District Equipment.

Approved: July 20, 2022

Revised: June 25, 2025