
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 who is 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. All issued keys/access control devices are the property of the District. As such, they are subject to recall at any time.

Authorization of Keys/Access Control Devices

The Superintendent-President or designee can authorize access to buildings, offices, etc.

Keys/access control devices will be issued only to employees of the District and to outside regular contractors/vendors who must have access to service areas, when approved by the Chief Administrator for Maintenance and Operations or Police and Safety Services. Keys/access control devices shall not be issued to students, student workers, or short-term workers. Exceptions to this regulation can only be made by the Superintendent-President.

Upon a change in assignment within the District, employees shall turn in any keys/access control devices no longer needed to the Facilities Management, Superintendent-President, or designee.

Under no circumstances shall keys/access control devices be loaned to an unauthorized person.

Part-time faculty shall turn keys/access control devices into Facilities Management at the end of each semester (if not returning the subsequent semester).

Key/Access Control Device Request

To order a key/access control device, a request must be submitted by the Superintendent-President or designee. All key/access control device requests must be submitted to Facilities Management.

Key/Access Control Device Responsibility

The person who signs for the key/access control device assumes the responsibility for it. Any lost or stolen key/access control device must be reported to Police and Safety Services immediately and a report filed. Fees due to lost/stolen/missing keys/access control devices are required to be paid prior to issuance of replacement keys/access control devices. In the case of employee separation from the District, all keys/access control devices must be returned to Facilities Management or Human Resources. Appropriate fees will be assessed for all unreturned keys/access control devices.

Key/Access Control Device Duplication

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

Fixed Assets

- The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$5,000.
- The District will conduct a physical inventory of fixed assets on a rotating basis.

Transfer of Assets

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

Approved: July 20, 2022
(This is a new procedure)