

AP 6520 Security for District Property

Each District employee is responsible for the equipment under his/her 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 titled Use of Non-Computer Related 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 titled Civic Center and Other Facilities Use.)

The Campus Police Department 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(s) is/are the designated individual(s) who 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 Campus Police Department. Keys/access control devices shall not be issued to students, student workers, or short-term workers. Exceptions to this procedure can only be made by the appropriate Vice President.

Upon a change in assignment within the District, employees shall turn in any keys/access control devices no longer needed to the Campus Police Department, Vice 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 in to the appropriate Dean's Office at the end of each semester (if not returning the subsequent semester).



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Key/Access Control Device Request

To order a key/access control device, a request must be submitted by the Vice President or designee. All key/access control device requests must be submitted to the Campus Police Department.

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 the Campus Police Department 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 the Campus Police Department or appropriate Vice President or designee. 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 the California Penal Code Section 469 and is punishable with a fine or imprisonment.

References: ACCJC Accreditation Standard 3.8;
Penal Code Section 469

Approved: 5/15/12

Reviewed: 3/15/22

Revised: 7/18/24