AP 6520 SECURITY FOR DISTRICT PERSONNEL AND PROPERTY

Reference:

ACCJC Accreditation Standard III.B.1;
Education Code, Sections 70902, 72330, and 84674;
Penal Code, Section 439;
Title 5, Section 58311(2);
Rehabilitation Act of 1973, Section 504

A. Security for District Personnel and Visitors

The President/Superintendent delegates the primary responsibilities for patrolling District property to the Cerritos College Police Department. The Cerritos College Police Department is committed to the safety and security of all students, staff, and faculty attending or visiting Cerritos College. The Cerritos College Police Department is responsible for patrolling District grounds, facilities, and parking lots to protect persons and property and enforce applicable laws and ordinances. The Police Department’s jurisdiction includes other grounds or properties owned, operated, controlled, or administered on behalf of the Cerritos Community College District as outlined in the Education Code, Section 72330.

Office of Primary Responsibility: Vice President, Student Services

B. Security for District Property

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

An inventory record shall be kept of all District property with an acquisition cost in excess of limits established by Education Code.

The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of $5,000.

In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the Purchasing Department. The Purchasing Department will be responsible for ensuring that the inventory system is properly updated.
All requests to borrow or to remove community college property for educational or District-related purposes must be in writing and be cleared through the appropriate Vice President of the area.

District equipment shall not be loaned to persons not employed by or enrolled in the District. Equipment shall only be removed from campus with proper authorization(s).

**Key Control Process**
The Cerritos College Board of Trustees has delegated the issuance and control of all District keys to the Vice President of Business Services.

All District buildings, perimeter fencing, furniture and equipment are subject to this key control procedure.

The District issues and maintains keys for control purposes.

Issuance of Grand Master Keys must be approved by the Vice President of Business Services.

Keys 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 Director of Physical Plant and Vice President of Business Services. Keys shall not be issued to students, student hourly or adult hourly. Exceptions to this procedure can only be made by the Vice President of Business Services.

In compliance with federal law (Rehabilitation Act of 1973, Section 504) and Board Policy 5410 titled Disabled Student Programs and Services, keys may be issued in order to provide reasonable accommodations to individuals with disabilities. Allowable facilities are selected elevators and restrooms. Accommodation need must be officially verified by Disabled Student Programs and Services (DSPS). Requests shall require the signed approval of the Dean of DSPS or a vice president of the college, or designee, on a form for such purposes. Approved requests shall be fulfilled within five (5) working days. There shall be no charge to the individual with a disability for these accommodations.

No keys will be issued without a signature of the employee, approval of their manager, and/or Division Dean where applicable, and approval of the Vice President of Business Services.

Upon transfer of assignment within the District, employees shall turn in any keys no longer needed and sign out the required new keys.

Unauthorized use of, or duplication of District keys may be grounds for termination.

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

Procedures on key control shall be included in the Faculty and Classified Handbook.
Part-time faculty shall turn keys in to the Division Office at the end of the first semester (if not returning second semester); and at the end of the second semester (if not teaching summer session) at the discretion of the responsible manager.

District employees on sabbatical or prolonged leave of absence in excess of six (6) months shall turn keys in to Payroll. Exceptions to this require approval of the responsible manager and a vice president.

District employees on ten (10) month assignments shall turn keys in prior to summer break period at the discretion of the responsible manager.

Campus Police is responsible for opening and securing all exterior building corridor doors.

Lost keys must be reported immediately to the Business Services Office.

All payments for lost keys are made directly to the Payroll Office. A receipt must be presented before new keys will be issued.

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Grand Master</td>
<td>$250.00</td>
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<tr>
<td>Master</td>
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</tr>
<tr>
<td>Sub-Master</td>
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<tr>
<td>Operating</td>
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<tr>
<td>All Other:</td>
<td></td>
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<tr>
<td>(file, desk, cabinet, etc.)</td>
<td>$5.00</td>
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</tbody>
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Also see BP 5410 titled Disabled Student Programs and Services

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
Date Revised: September 29, 2008
(Replaces former Cerritos CCD Policies 5004-5004.15 and 5006.3)