
San Bernardino Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Services

AP 6520 SECURITY FOR DISTRICT PROPERTY

(Replaces current SBCCD AP 6520)

Each District employee shall take appropriate measures to secure 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 District Equipment and AP 6500 titled Property Management). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.

The District will not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District will not provide reimbursement or replacement for loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property will not be received or stored by maintenance personnel on District property. The use of an individual's personal automobile in connection with District business is an exception authorized under this procedure. No personnel of the District shall will use any equipment belonging to the District or consume any supplies or utilize any District personnel for any purposes other than the business of the District.

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.)

Assignment of Responsibilities

The District's Police Department is designated the responsibility to develop and implement:

1. Patrolling schedules and practices to monitor and protect District property, including buildings, parking lots, and other open spaces;
2. Maintaining fire, security cameras, and other alarm systems in working order;
3. Emergency notification and disaster response practices (e.g., earthquake, fire, flood) and
4. Plans for publication of warnings about unsafe areas of campus as necessary.

44 The Campuses' Maintenance Department and District sites facilities office are
45 designated the responsibility to develop and implement:

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- 47 1. Processes for assigning, distributing, monitoring, and retrieving keys, including
48 electronic key cards, which may include assessing fees to responsible parties for
49 replacement of lost keys and/or re-keying buildings necessitated by such loss;
50 and
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 - 52 2. Maintaining other aspects of the property in the interest of security (e.g., tree
53 pruning, adequate lighting, and workable locks).
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55 The District's Information Technology Department is designated the responsibility to
56 maintain security of all electronic equipment (e.g., telephones, computers), including but
57 not limited to password protection, virus control, and locking systems as needed.

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59 **Keys**

60 The campus Vice President of Administrative Services or District Director, Facilities, or
61 designee must approve the assignment of keys. Employees and others who are
62 authorized to hold keys are responsible for protecting said keys while they are in the
63 individual's possession. Upon termination or completion of duties that mandate a key,
64 the key holder must return the key. In the event a key is lost, the responsible individual
65 shall sign an affidavit to that effect and may be assessed a fee for the replacement of
66 the key, up to and including the cost of re-keying the impacted facility.

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68 **References:** ACCJC Accreditation Standard III.B.1

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