
Business and Fiscal Affairs

AP 6520 SECURITY FOR DISTRICT PROPERTY

Reference:

Accreditation Standard III.B.1

- *Allocation of responsibilities for patrolling District property*
- *Allocation of responsibilities for maintenance (e.g., lighting, pruning, locks)*
- *Distribution of keys*
- *Responsibility for publication of warnings about unsafe areas of campus*
- *Emergency notification procedures*
- *Fire alarms*
- *Locking software for computers*

Safeguarding and Return of Keys

Each employee will be issued essential college keys as determined and authorized by the Chancellor, President, or designee. Keys are issued for the sole use and convenience of the employee and shall not be loaned or duplicated. All keys shall be returned to the designated individual and clearance received upon separation from the District.

Date Approved: August 18, 2015

(This is a new procedure recommended by the Policy and Procedure Service)