

AP 6520 SECURITY FOR DISTRICT PROPERTY

Reference:

Accreditation Standard III.B.1

NOTE: Procedures on security for District property are **suggested as good practice**. Local practice may be inserted. The following are suggested elements:

- 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

NOTE: The following language is from current CLPCCD Policy 3513 and is more applicable to the procedure on Security for District Property.

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.

NOTE: The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure Service and their legal counsel. The language in **blue ink** is included for consideration.

Date Approved:

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

Legal Citation for AP 6520

Accreditation Standard III: Resources

B. Physical Resources

Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

1. The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

a. The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.

b. The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Penal Code Section 469

469. Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.