

Business and Fiscal Affairs

**AP 6520 SECURITY FOR DISTRICT PROPERTY**

**Reference:**

ACCJC Accreditation Standard III.B.1;  
Penal Code Section 469

Practices implemented to manage, control, and protect the assets of the District will include the following:

**Use of Property**

The District shall not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District shall not provide reimbursement or replacement for the loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property shall 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 policy. When using personal automobiles, the individual's automobile insurance will be considered the primary insurance.

No personnel of the District shall use any equipment belonging to the District or consume any supplies or utilize any District personnel for any purpose other than the business of the District except as authorized in the negotiated labor agreements.

**Records and Inventories**

As steward of the District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventories and properly maintained property records of all building contents.

"Contents" shall be defined for purposes of this procedure as equipment and furnishings that, although housed in a building, neither constitute an integral part of the building nor are permanently attached to the building.

The Superintendent/President shall ensure that:

1. A system of property records is maintained which shall include all descriptive matter required by law (property records of consumable supplies shall be maintained on a continuous inventory basis);
2. A complete inventory by physical count of all District-owned building contents having a current market value of more than \$100,000;

3. A spot check shall be conducted to determine loss, relocation, or excessive wear of building contents;
4. All building contents are identified by permanently attached numbers: and
5. An inventory reports shall be made to the Board.

Items which may be defined as contents or as part of the building shall be defined in such manner as to minimize the insurance coverage thereof. In order to determine the depreciated value of an item of contents, a depreciation factor shall be applied to said item.

### **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 on campus;
2. Emergency notification and disaster response practices (e.g., earthquake, fire, flood, intruders on campus); and
3. Plans for publication of warnings about unsafe areas of campus as necessary.

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

1. Processes for assigning, distributing, monitoring, and retrieving keys, including electronic key cards, which may include assessing fees to responsible parties for replacement of lost keys and/or re-keying buildings necessitated by such loss;
2. Maintaining fire and other alarm systems in working order; and
3. Maintaining other aspects of the property in the interest of security (e.g., tree pruning, adequate lighting, workable locks).

The District's Information Technology Department is designated the responsibility to maintain security of all electronic equipment (e.g., telephones, computers), including but not limited to password protection, virus control, and locking systems as needed.

### **Keys**

The Superintendent/President or designee must approve the assignment of keys. Employees and others who are authorized to hold keys to facilities will receive keys from the Maintenance Department and are responsible for protecting said keys while they are in the individual's possession. Upon termination or completion of duties that mandate a hard key or Universal Key (U-Key), the key holder must return the key to the District Police, who will issue a receipt for the key.

In the event a hard key or Universal Key (U-Key) is lost, the responsible individual shall sign an affidavit to that effect and may be assessed a fee for the replacement of the key, up to and including the cost of re-keying the impacted facility.

If a bargaining unit employee fails to return a key when requested, disciplinary proceedings in accordance with the appropriate collective bargaining contract will be followed. If an unrepresented employee fails to return a key when requested, he or she is subject to disciplinary action in accordance with Board Policy. If upon termination of employment with the District an employee fails to return a key, the individual is subject to prosecution for unauthorized possession of District property.

If a work study student or an elected officer of an authorized student body organization fails to return a key, the individual shall have his/her transcripts withheld and is subject to prosecution for unauthorized possession of District property.

### **Closed-Circuit Television Surveillance Systems**

Closed circuit television (CCTV) surveillance systems may be implemented throughout the campus as such need may arise. The implementation of such systems shall be solely for the protection of District property and assets from theft and vandalism through deterrence and video documentation. The CCTV system is not designed or intended to protect individuals from being victims of violent or property crimes, or to detect other potentially illegal or undesirable activities which may occur although any video information obtained by such methods may be used as evidence in such cases. The implementation of closed circuit television camera systems shall not be utilized to monitor areas where persons have a reasonable expectation of privacy. The implementation of closed circuit television camera systems shall not replace the need for supervision/public safety staff. Administrators and public safety staff shall ensure that due diligence is observed in maintaining general campus security. The CCTV system shall not be represented at any time as enhancing or ensuring the personal safety of any individual under any circumstances:

Office of Primary Responsibility: College Operations

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Date Approved: April 21, 2009

*(Replaces College of Marin Policies 5.0028, 7.0037, 8.0012, 8.0013, and 8.0020 and Procedure 8.0012 DP.1)*

**Date Revised: March 8, 2016**