

SECURITY FOR DISTRICT PROPERTY

Reference: Education Code Section 81600, et seq.: ACCJC Accreditation Standard III.B.1

The Superintendent/President shall assign to the Vice President for Business and Financial Affairs responsibility to manage, control, and protect the assets of the College District and secure all College District facilities, including all entrances and exits. The securing of campuses shall be done in a timely fashion in accordance with currently scheduled activities. This responsibility shall include the periodic monitoring of all entrances and exits to be sure they are appropriately locked, open, or closed at all appropriate times, as well as:

- Allocation of responsibilities for patrolling College 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

Property of the District is insured, see Board Policy 6540.

Office of Primary Responsibility: Vice President for Business and Financial Affairs.