

**Business Services**

**1 AP 6520 SECURITY FOR DISTRICT PERSONNEL AND PROPERTY**

**2 Reference:**

- 3 ACCJC Accreditation Standard III.B.1;
- 4 Education Code, Sections 70902, 72330, and 84674;
- 5 Penal Code, Section 439;
- 6 Title 5, Section 58311(2);
- 7 Rehabilitation Act of 1973, Section 504

**8 A. Security for District Personnel and Visitors**

9 The President/Superintendent delegates the primary responsibilities for patrolling District  
10 property to the Cerritos College Campus Police Department. The Cerritos College  
11 Campus Police Department is committed to the safety and security of all students, staff,  
12 and faculty attending or visiting Cerritos College. The Cerritos College Campus Police  
13 Department is responsible for patrolling District grounds, facilities, and parking lots to  
14 protect persons and property and enforce applicable laws and ordinances. The Campus  
15 Police Department's jurisdiction includes other grounds or properties owned, operated,  
16 controlled, or administered on behalf of the Cerritos Community College District as  
17 outlined in the Education Code, Section 72330.

18 Office of Primary Responsibility: Vice President, Business Services

**19 B. Security for District Property**

20 Each member of the District staff shall be responsible for equipment under his or her  
21 control. Loss of equipment and unauthorized removal of equipment should be reported  
22 immediately to the appropriate administrator.

23 An inventory record shall be kept of all District property with an acquisition cost in excess  
24 of limits established by Education Code.

25 The District will maintain a fixed asset inventory system. Fixed assets include furniture,  
26 computers, vehicles, etc. costing in excess of \$5,000.

27 In the event that fixed assets are moved within District boundaries, the manager in each  
28 respective area must approve the request. In addition, notice must be sent to the  
29 Purchasing Department. The Purchasing Department will be responsible for ensuring  
30 that the inventory system is properly updated.

31 All requests to borrow or to remove community college property for educational or District-  
32 related purposes must be in writing and be cleared through the appropriate Vice President  
33 of the area.

34 District equipment shall not be loaned to persons not employed by or enrolled in the  
35 District. Equipment shall only be removed from campus with proper authorization(s).

### 36 **Key/Key Card Control Process**

37 The Cerritos College Board of Trustees has delegated the issuance and control of all  
38 District keys and door access key cards to the Vice President of Business Services.

39 All District buildings, padlocks, gate locks, and equipment locks are subject to this key  
40 control procedure.

41 Issuance of Grand Master Keys must be approved by the Vice President of Business  
42 Services.

43 Keys and key cards will be issued only to employees of the District and to outside regular  
44 contractors/vendors who must have access to service areas, when approved by the  
45 Director of Physical Plant and Construction Services and Vice President of Business  
46 Services. Keys and key cards shall not be issued to students, student hourly or adult  
47 hourly. Exceptions to this procedure can only be made by the Vice President of Business  
48 Services.

49 No keys or key cards will be issued without a signature of the employee, approval of their  
50 manager, and/or Division Dean where applicable.

51 Upon transfer of assignment within the District, employees shall turn in any keys no longer  
52 needed and sign out the required new keys. Upon separation from District employment,  
53 employees must return all issued keys and key cards to Human Resources for  
54 reconciliation with the key issuance record prior to their last day of employment. Failure  
55 to return keys or key cards will result in a monetary assessment upon separation from the  
56 District.

57 Unauthorized use of, or duplication of District keys may be grounds for termination.

58 Under no circumstances shall keys be loaned to an unauthorized person.

59 Procedures on key control shall be included in the Faculty and Classified Handbook.

60 Part-time faculty shall turn keys in to the Division Office at the end of the first semester (if  
61 not returning second semester); and at the end of the second semester (if not teaching  
62 summer session) at the discretion of the responsible manager.

63 District employees on sabbatical or prolonged leave of absence in excess of six (6)  
64 months shall turn in keys to the Human Resources Department. Exceptions to this require  
65 approval of the responsible manager and a vice president.

66 District employees on ten (10) month assignments shall turn keys in prior to summer  
67 break period at the discretion of the responsible manager.

68 Campus Police is responsible for opening and securing all exterior building corridor doors.

69 Lost keys must be reported immediately to the Business Services Office.

70 All payments for lost keys are made directly to the Payroll Office. A receipt must be  
71 presented before new keys will be issued.

- 72 • Grand Master \$250.00
- 73 • Master \$100.00
- 74 • Sub-Master \$25.00
- 75 • Operating and Equipment \$10.00
- 76 • Key Cards \$10.00

77 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Dates Revised: September 29, 2008; March 11, 2019**

**Date Reviewed: March 20, 2019**

*(Replaces former Cerritos CCD Policies 5004-5004.15 and 5006.3)*