

Business Services

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

2 **Reference:**

- 3 ACCJC Accreditation Standard 3.8;
- 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 **B. Security for District Property**

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

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

24 The District will maintain a fixed asset inventory system. Fixed assets include furniture,
25 computers, vehicles, etc. costing in excess of \$10,000.

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

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

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

35 **Key/Key Card Control Process**

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

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

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

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

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

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

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

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

58 Key procedures shall be posted on the District's Facilities webpage and in the Classified
59 Employee's 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.

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| 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

Date Approved: March 26, 2007

Dates Revised: September 29, 2008; March 11, 2019; November 4, 2024