Kern Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Services

AP 6520   Security for District Property

References:
 ACCJC Accreditation Standard 3.8

Each District employee is responsible for the equipment under his/her/their control and shall not loan or allow the use of the equipment to any individual who is not authorized by the District (see AP 6535 titled Use of District Equipment). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.

District facilities and grounds are for the use of District-authorized activities and events. (Also see BP/AP 6700 titled Civic Center and Other Facilities Use.)

The District is responsible for administering the process for issuance, use, and return, including monitoring, of keys/access control devices. All issued keys/access control devices are the property of the District. As such, they are subject to recall at any time.

Authorization of Keys/Access Control Devices

The Chancellor or designee is/are the designated individual(s) who can authorize access to buildings, offices, etc.

Keys/access control devices will be issued only to employees of the District and to outside regular contractors/vendors who must have access to service areas, when approved by the - administrator for Maintenance and Operations or Police and Safety Services. Keys/access control devices shall not be issued to students, student workers, or short-term workers. Exceptions to this procedure can only be made by the Chancellor.

Upon a change in assignment within the District, employees shall turn in any keys/access control devices no longer needed to the Police and Safety Services, Chancellor, or designee.

Under no circumstances shall keys/access control devices be loaned to an unauthorized person.

Part-time faculty shall turn keys/access control devices in to Police and Safety Services at the end of each semester (if not returning the subsequent semester).

Key/Access Control Device Request

To order a key/access control device, a request must be submitted by the ~~District~~ Chancellor or designee. All key/access control device requests must be submitted to Police and Safety Services.

Key/Access Control Device Responsibility

The person who signs for the key/access control device assumes the responsibility for it. Any lost or stolen key/access control device must be reported to Police and Safety Services immediately and a report filed. Fees due to lost/stolen/missing keys/access control devices are required to be paid prior to issuance of replacement keys/access control devices. In the case of employee separation from the District, all keys/access control devices must be returned to Police and Safety Services. Appropriate fees will be assessed for all unreturned keys/access control devices.

Key/Access Control Device Duplication

Each District key/access control device belongs to the District and shall not be duplicated. Any unauthorized duplication of a District key/access control device is a violation of Penal Code Section 469 and is punishable with a fine or imprisonment.

Assignment of Responsibilities

Each College's Campus Safety 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.

Each College's Maintenance and Operations Department is designated the responsibility to develop, implement and maintain:
1. Fire and other alarm systems in working order; and
2. Other aspects of the property in the interest of security (e.g., tree pruning, adequate lighting, workable locks).