



**AP 6520 Security for District Property**

References: ACCJC Accreditation Standard III.B.1

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Each District employee is responsible for the equipment under their control and shall not loan or allow the use of the equipment to any individual who is not authorized by the District. 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 Civic Center and Other Facilities Use.)

Facilities, Planning & Management (and Human Resources) 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 Superintendent-President or designee can authorize access to buildings, offices, etc.
- 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 the supervisor and Facilities, Planning & Management or College Police immediately.
- 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 Facilities, Planning & Management or Human Resources. Appropriate fees will be assessed for all unreturned keys/access control devices.
- Under no circumstances shall keys/access control devices be loaned to an unauthorized person.
- 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.

**Fixed Assets**

- The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$1,000 and will be tagged as BGCCD property.
- The District will conduct a physical inventory of fixed assets on a rotating basis.