Administrative Procedure

Chapter 6 – Business and Financial Services

AP 6520 – SECURITY FOR DISTRICT PROPERTY

The District has established safety protocols under the supervision of the Executive Operations Officer in accordance with Section 72330 of the Education Code. The College Police Department is responsible for patrolling District properties, maintaining order, and for the general security of persons and property.

The Facilities Services Department is responsible for maintaining campus lighting in working order and pruning trees, hedges, and other landscapes in a manner consistent with safety and security. Facilities Services is responsible for the maintenance of physical security barriers and equipment, including fences, gates, windows, doors, walls, locking hardware, and similar related items.

The responsibility for issuing keys and other access control devices, managing access control onto properties and into facilities that are owned, operated, or controlled by the District, in a manner that serves the mission of the District with due regard for the safety and security of persons and property, as identified in Administrative Procedure, AP 3501, *Campus Security and Access*.

The Director of Facilities Services, Assistant Director of Facilities Services, Regional Facilities Officers, and/or designees shall be responsible for the dissemination of information regarding warnings about unsafe areas of campus and for ensuring that warning signs, barricades, caution cones, or other appropriate warning devices are in place around the affected area.

Facilities Services is responsible for maintaining and testing fire alarms and intrusion alarms and is responsible for maintaining and testing Fire Suppression Systems.

Campus Safety is responsible for responding to alarm conditions, assessing conditions, assisting with evacuations, resetting alarms, and determining when it is safe to allow people to return into a building.

The Information and Instructional Technology Department is responsible for software and data security.

Also see Administrative Procedure, AP 3501, Campus Security and Access; and Standard Operating Procedures regarding Transfer of Equipment and Facilities and Equipment: Maintenance General.

Reference: ACCJC Accreditation Standard 3.8
Education Code Section 72330

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Revised:
(This is a new procedure.)
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