AP 6520 SECURITY FOR DISTRICT PROPERTY

Reference:
ACCJC Accreditation Standard III.B.1;
Penal Code Section 469

Practices implemented to manage, control, and protect the assets of the District will include the following:

Use of Property

❖ From current College of Marin Policy 7.0037 titled Personal Property

The District shall not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District shall not provide reimbursement or replacement for the loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property shall not be received or stored by maintenance personnel on District property.

The use of an individual's personal automobile in connection with District business is an exception authorized under this policy.

❖ From current College of Marin Policy 5.0028 titled Use of District Personnel and Property

No personnel of the District shall use any equipment belonging to the District or consume any supplies or utilize any District personnel for any purpose other than the business of the District except as authorized in the negotiated labor agreements.

❖ From current College of Marin Policy 8.0012 titled Facilities Keys

Penal Code Section 469

Key control is essential to the security of the District's facilities. Therefore, the Superintendent/President shall ensure the control of keys, including a fee for the cost of replacement of lost keys.
From current College of Marin Policy 8.0013 titled Property Records and Inventory

(5 CCR 59023, et. seq.)

Records and Inventories
As steward of the District’s property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventories and properly maintained property records of all building contents.

“Contents” shall be defined for purposes of this policy procedure as equipment and furnishings that, although housed in a building, neither constitute an integral part of the building nor are permanently attached to the building.

The Superintendent/President shall ensure that:

1. A system of property records is maintained which shall include all descriptive matter required by law (property records of consumable supplies shall be maintained on a continuous inventory basis);

2. A complete inventory by physical count of all District-owned building contents having a current market value of more than $100,000;

3. A spot check shall be conducted annually to determine loss, relocation, or excessive wear of building contents;

4. All building contents are identified by permanently attached numbers: and

5. An Annual inventory reports shall be made to the Board.

Items which may be defined as contents or as part of the building shall be defined in such manner as to minimize the insurance coverage thereof. In order to determine the depreciated value of an item of contents, a depreciation factor shall be applied to said item.

From current College of Marin Policy 8.0020 titled Maintenance

The Board recognizes that the fixed assets of the District represent a significant investment of the community, and their maintenance is of prime concern to the Board. Therefore, a continuous program of inspection and maintenance for the upkeep of all District buildings, property, and equipment shall be undertaken. Wherever possible and feasible, maintenance shall be preventive.
The Superintendent/President shall develop and implement a maintenance program which includes:

1. Preventive maintenance;
2. Equipment replacement; and
3. Facilities repair and conditioning based upon approved priorities.

The Superintendent/President shall ensure the ongoing maintenance and good order of the physical plant and the expeditious repair of those conditions would threaten the safety of the occupants or the integrity of the physical plant.

Assignment of Responsibilities
The District’s Police 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.

The District’s Maintenance Department is designated the responsibility to develop and implement:

1. Processes for assigning, distributing, monitoring, and retrieving keys, including electronic key cards, which may include assessing fees to responsible parties for replacement of lost keys and/or re-keying buildings necessitated by such loss;
2. Maintaining fire and other alarm systems in working order; and
3. Maintaining other aspects of the property in the interest of security (e.g., tree pruning, adequate lighting, workable locks).

The District’s Information Technology Department is designated the responsibility to maintain security of all electronic equipment (e.g., telephones, computers), including but not limited to password protection, virus control, and locking systems as needed.

Keys
The Superintendent/President or designee must approve the assignment of keys. Employees and others who are authorized to hold keys to facilities will receive keys from the Maintenance Department and are responsible for protecting said keys while they are in the individual’s possession. Upon termination or completion of duties that mandate a key, the key holder must return the key to the Maintenance Department, who will issue a receipt for the key.

From current College of Marin Procedure 8.0012 DP.1 titled Facilities Keys
In the event a key is lost, the responsible individual shall sign an affidavit to that effect and may be assessed a fee for the replacement of the key, up to and including the cost of re-keying the impacted facility.

If a bargaining unit employee fails to return a key when requested, disciplinary proceedings in accordance with the appropriate collective bargaining contract will be followed. If an unrepresented employee fails to return a key when requested, he or she is subject to disciplinary action in accordance with Board Policy. If upon termination of employment with the District an employee fails to return a key, the individual is subject to prosecution for unauthorized possession of District property.

If a work study student or an elected officer of an authorized student body organization fails to return a key at the end of their employment term or upon request, the individual shall have his/her transcripts withheld and be subject to prosecution for unauthorized possession of District property.

Office of Primary Responsibility: College Operations

**NOTE:** The language in black ink is from current College of Marin Policies 5.0028 titled Use of District Personnel and Property adopted on 2/24/82; 7.0037 titled Personal Property adopted on 2/24/82; 8.0012 titled Facilities Keys adopted on 7/29/81 and revised on 4/9/85 and 5/12/92; 8.0013 titled Property Records and Inventory adopted on 7/29/81 and revised on 4/9/85; 8.0020 titled Maintenance adopted on 7/29/81 and revised on 4/9/85, and current College of Marin Procedure 8.0012 DP.1 titled Facilities Keys approved on 8/13/85 and revised on 4/14/92. Procedures on security for District property are suggested as good practice. The information underlined in italics is language recommended by College Operations. The Policy and Procedure Task Force reviewed this procedure on September 17, 2008. The Task Force recommends this procedure move forward to College Council.

Date Approved:
(Replaces current College of Marin Policies 5.0028, 7.0037, 8.0012, 8.0013, and 8.0020 and Procedure 8.0012 DP.1)