



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

AR 6520 Fixed Asset Security and Accounting

Issued: September 6, 2013

The CEO directs that the following regulations are to apply to the security of District personnel and property at the Compton Community College District:

A. Security for District Personnel and Visitors

The Chief Executive Officer delegates the primary responsibilities for patrolling District property to the El Camino College Police Department (Police Department). The El Camino College Police Department is committed to the safety and security of all students, staff, and faculty attending or visiting Compton Center and District. The Police Department is responsible for patrolling District grounds, facilities, and parking lots to protect persons and property and enforce applicable laws and ordinances. The Police Department's jurisdiction includes other grounds or properties owned, operated, controlled, or administered on behalf of the Compton Community College District as outlined in the Education Code, Section 72330.

Office of Primary Responsibility: Chief Executive Officer and/or Chief Business Officer

B. Security for District Property

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator. An inventory record shall be kept of all District property with an acquisition cost in excess of limits established by Education Code. The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$5,000. In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the Purchasing Department. The Purchasing Department will be responsible for ensuring that the inventory system is properly updated.

All requests to borrow or to remove District property for educational or District-related purposes must be in writing and be cleared through the appropriate Administrator of the area. District equipment shall not be loaned to persons not employed by or enrolled in the District. Equipment shall only be removed from campus with proper authorization(s).

Key Control Process

The District has delegated the issuance and control of all District keys to the District's Police Department and Chief Business Officer. All District buildings, perimeter fencing, furniture and equipment are subject to this key control procedure. The District issues and

maintains keys for control purposes. Issuance of Grand Master Keys must be approved by the Chief Business Officer.

Keys 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 Director of Facilities, Planning and Operations and the Chief Business Officer. Keys shall not be issued to students, student hourly or adult hourly. Exceptions to this procedure can only be made by the Chief Business Officer. In compliance with federal law (Rehabilitation Act of 1973, Section 504), keys may be issued in order to provide reasonable accommodations to individuals with disabilities. Allowable facilities are selected elevators and restrooms. Accommodation need must be officially verified by Disabled Student Programs and Services (DSPS). Requests shall require the signed approval of the Dean of DSPS or an Administrator, or designee, on a form for such purposes. Approved requests shall be fulfilled within five (5) working days. There shall be no charge to the individual with a disability for these accommodations. No keys will be issued without a signature of the employee, approval of their manager, and/or Division Dean where applicable, and approval of the Chief Business Officer.

Upon transfer of assignment within the District, employees shall turn in any keys no longer needed and sign out the required new keys.

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

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

Procedures on key control shall be included in the Faculty and Classified Handbook.

Part-time faculty shall turn keys in to the Division Office at the end of the first semester (if not returning second semester); and at the end of the second semester (if not teaching summer session) at the discretion of the responsible manager. District employees on sabbatical or prolonged leave of absence in excess of six (6) months shall turn keys in to Payroll. Exceptions to this require approval of the responsible manager and administrator.

Campus Police is responsible for opening and securing all exterior building corridor doors.

Lost keys must be reported immediately to Campus Police and the Business Services Office.

Reference:

Board of Trustees Policy: BP 6500
Accreditation Standard III.B.1;
Education Code, Sections 70902, 72330, and 84674;
Penal Code, Section 439;
Title 5, Section 58311(2)