



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

BP 3330 Access to Facilities and Property

Issued: February 16, 2010

Reference:

Education Code Section 81600

All employees share in the responsibility of safeguarding District assets. To that end, the CEO shall issue regulations controlling access to campus facilities; the management, issuance and return of keys; and safeguarding of District property. Regulations and procedures developed are to recognize that all facility access, keys, and property issued to employees shall be handled on a “need to have basis” related to individual employment; that access to facilities and/or District property is limited to official District use only; that any item(s) issued to an employee remains District property and that such item(s) must be returned to the District upon management request or upon termination of employment. Failure to return or reimburse District property shall be cause to withhold an employee’s final paycheck.

Applicable Administrative Regulation:

- AR 3331 Key Issuance and Return
- AR 3332 Property Issuance and Return
- AR 3333 Campus Closure