

ADMINISTRATIVE REGULATION

6520

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

SECURITY FOR DISTRICT PROPERTY

This administrative regulation establishes the framework and responsibilities for securing District-owned property, facilities, and equipment. It outlines the roles of Campus Police, Maintenance and Operations, and Information Technology in protecting the integrity and safety of District assets. It also defines procedures for access control, reporting incidents, handling lost and found items, and ensuring the responsible use of property on and off campus.

I. Responsibilities and Oversight

A. Public Safety and Patrol

1. The Campus Police Departments shall:

- a) Conduct regular patrols of all District-owned buildings, parking areas, grounds, and adjoining public areas to deter criminal activity and identify security concerns.
- b) Maintain logs of daily activities, incident reports, and response records in compliance with applicable laws and Clery Act reporting requirements.
- c) Respond promptly to emergencies, alarms, or reports of suspicious activity and coordinate with local emergency responders when appropriate.
- d) Assist in evacuation procedures and ensure compliance with fire and life safety standards.

B. Maintenance and Facilities

1. Facilities, Maintenance, and Operations staff shall:

- a) Conduct routine inspections and maintenance of all security-related infrastructure, including locks, gates, lighting, fencing, and emergency egress pathways.
- b) Ensure proper functioning of electronic security systems such as surveillance cameras, access control systems, and intrusion alarms in coordination with IT and Campus Safety.
- c) Address reported safety hazards or facility damage that may impact the security of District property in a timely manner.

C. Information Technology

1. The Information Technology Services Departments shall:

- a) Implement and monitor cybersecurity tools that protect District information systems and electronic assets against unauthorized access, tampering, or theft.
- b) Maintain software-based access controls for sensitive systems and ensure compliance with Administrative Regulation (AR) 3727 *Information Security – Access Control*.
- c) Support the integration of security software with physical systems (e.g., ID badge readers, surveillance systems).

II. Access and Key Control – See AR 3501 *Campus Security and Access*

III. Property Management

A. Fixed Asset Tracking

1. The District shall:

- a) Maintain a centralized inventory system for all fixed assets valued at \$10,000 or more.
- b) Label assets with District-issued tags or serial numbers.
- c) Conduct physical audits every two years and reconcile with procurement and disposal records.

B. Asset Transfers

1. All asset relocations shall:

- a) Be approved by the responsible manager.
- b) Be reported to the Warehouse to update the tracking system.

IV. Use of Property Off Campus

A. Equipment Removal and Loan

1. Employees may only remove equipment for off-site use when:

- a) A written request is submitted and approved by a department head or management team member.
- b) The equipment is used solely for work-related or educational purposes.
- c) Equipment is returned in good condition by the agreed-upon date.

V. Lost and Found

A. Lost Property Management

- 1. Each campus shall designate a Lost and Found site, operated under Campus Police.
 - a) Lost items shall be logged and stored securely for a minimum of 30 days.
 - b) Unclaimed items may be donated, auctioned, or discarded per District policy.

- c) Return of property shall require valid photo identification and a signed claim form.

VI. Emergency Communication and Unsafe Areas

A. The District shall:

- 1. Maintain emergency notification systems, including text alerts, email broadcasts, and building alarms.
- 2. Identify and monitor areas of concern (e.g., insufficient lighting, isolated walkways) and take corrective action.
- 3. Provide periodic updates and safety bulletins to employees and students.

VII. Employee Responsibility and Reimbursement

A. District Property

- 1. All employees are expected to:
 - a) Protect District assets under their control from misuse, damage, or theft.
 - b) Report incidents promptly to their supervisor and Campus Safety.

References:

Education Code Section 81600 et seq.

ACCJC Accreditation Standard 3.8

Penal Code Section 594

Corresponding BP and ARs include:

BP 3501 Campus Security and Access,

AR 3515 Reporting of Crimes and/or Safety Concerns and Notification Protocols, and

AR 3727 Information Security – Access Control