

**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6520 SECURITY FOR DISTRICT PROPERTY

The Superintendent/President shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

References: Education Code Sections 81600 et seq.;
ACCJC Accreditation Standard 3.8

**Adopted: 6/21/94
Revised: 7/9/19
Revised: 6/10/25**

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6520 SECURITY FOR DISTRICT PROPERTY

Responsibility for Patrolling District Property

The district has established a police department as authorized by Education Code §§72330, et seq. The district employs P.O.S.T. (Police Officer Standards and Training) certified police officers whose peace officer authority extends throughout California. The members of the Allan Hancock College Police Department (AHCPD) are responsible for protecting life and property on or near any property owned or controlled by the Allan Hancock Community College District.

District property and facilities security, surveillance, and patrolling is performed by Allan Hancock College Police department non-sworn safety officers and sworn police officers. This includes all sports fields, grounds, facilities, parking lots, and adjacent areas on Lompoc and Santa Maria campuses.

Campus Fire, Intrusion Alarms, and Emergency Notifications

The campus Police department works with the designated campus fire and intrusion alarm Systems Company to ensure the system is maintained and tested on a regular schedule to confirm the systems are operational and in compliance.

Campus Police respond to all alarms to ensure that buildings are evacuated and the students and employees assemble in safe or designated areas. In conjunction with city or county fire authorities, campus police are also responsible for releasing the building(s) to be occupied after the alarms and buildings are cleared for occupancy.

Campus emergency notification is performed through the campus phone system, emails and/or the Rave emergency notification texting system. These notifications are disseminated by and through the public affairs office or Campus Police.

Facilities Department Responsibilities

The Facilities department is responsible for ensuring all district fire extinguishers and fire suppression systems are tested and maintained in good working order.

The Facilities department makes every effort to ensure the campus lighting and landscape is maintained and operational to provide safe access for staff and students.

The Facilities Department is responsible for the publication of warnings about unsafe areas of the district and the campuses. The Facilities Department, Campus Police, and the Public Information Office work closely together to adequately identify and publicize unsafe areas of the district.

All employees of the district are expected to notify the Facilities Department of any areas that could be potentially unsafe so that the potentially unsafe areas can be evaluated and dealt with appropriately.

As areas are identified with safety hazards or as work is performed, the facilities team will make every effort to mark, isolate, fence or secure the affected area with barricades or caution tape to designate the area as unsafe.

Responsibility for the Distribution and Accountability of Keys/Keyless Access

Access to buildings is provided district Key/Access code requisition forms. The requisition form must be approved by the administrator in charge and submitted to the Facilities Department Maintenance supervisor who approves for issuance. Requests for master keys shall be routed through the appropriate supervisor, dean/director for approval. Any request for a multi- building or campus master key will be routed for approval by the respective cabinet member overseeing the area. Requests for building alarm system access is also granted through district Key/Access code requisition forms and require approval from the Campus police department.

If denied, the approving administrator is contacted to provide an opportunity for clarification. Once approved, the request is forwarded to the District locksmith who completes the request or programs the appropriate locks. The form, access code and keys are provided to Campus police for issuance. When picking up keys or codes from Campus police an ID and signature are required.

The person who signs for the key/access control device assumes responsibility. Any lost or stolen key/access control device must be reported to Campus Police immediately and a report filed. Fees due to lost/stolen/missing keys/access control devices may be applied and will be collected from the department approving the request before issuance of replacement keys. In the case of employee separation from the District, all keys/access control devices must be returned to Campus Police and then turned over to the Facilities department locksmith. Appropriate fees may be assessed for all unreturned keys/access control devices.

Part-time faculty shall turn keys/access control devices into Police and Safety Services at the end of each semester (if not returning the subsequent semester).

Each District key and access code belongs to the District and shall not be duplicated. Access codes are for individual use and are not intended to be shared. Audits of lock systems are used to provide information to campus police for access obtained into the building and will be accessed in case of theft or vandalism. Any unauthorized duplication

of a District keys is a violation of Penal Code Section 469 and is punishable with a fine or imprisonment.

Security of Electronic Assets

District assets are inventoried upon purchase, named and installed, and tracked via software. Laptops and tablets are engraved with laser markings indicating they are AHC property. Portable units are also secured via locking cables or locking cabinets. Computer lab units are secured to the desks via cables and locks. Units leaving the college inventory system are declared as either surplus or trash and then recycled or repurposed.

Both internal and external identification markings and tracking resources available to the college will be used to secure and retrieve lost or stolen campus computers and electronic notebooks. In classroom and training areas where laptops are provided by the district locking, carts will also be provided. Technology hardware is inventoried on an annual basis and all new equipment is added to the inventory list after being purchased and marked by the district.

References: ACCJC Accreditation Standard 3.8;
Penal Code Section 469

Approved: 5/14/19

Revised: 5/20/25