

**Coast Community College District**  
**ADMINISTRATIVE PROCEDURE**  
Chapter 6  
Business and Fiscal Affairs

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**AP 6520 USE AND SECURITY FOR DISTRICT-OWNED AND PERSONAL PROPERTY**

**References:**

Education Code Section 76360;  
Vehicle Code Section 21113, 42001;  
Penal Code Sections 469 and 830.32;  
Government Code Sections 3100, 8597 and/or 8598;  
Accreditation Standard III.B.1

**Public Safety/Security on College-Based Property**

The Chancellor has delegated the primary responsibilities for patrolling District property to the Presidents of each college or their designee. Jurisdiction includes other grounds or properties owned, operated, controlled, or administered on behalf of the District as outlined in Education Code Section 72330.

**Public Safety/Security on District Office-Based Property**

Orange Coast College public safety/security officers are responsible for patrolling District Office Site .

All public safety/security officers are responsible for patrolling District grounds, facilities, parking lots, adjacent areas, and off-site locations to protect persons and property, and to enforce applicable laws, ordinances, and District policy.

All public safety/security officers shall prepare a variety of records and reports including a daily activity log, incident reports, traffic accidents and impound reports, lost and found property reports; and other documentation that may be required in accordance with approved Public Safety/Security department procedures. In addition, these departments cooperate with local law enforcement and fire officials related to incidents on District property.

**Lost and Found**

Lost and Found provides for the care, restitution, sale, and destruction of unclaimed, lost, or abandoned property. The goal of Lost and Found is to ensure all lost items are returned to their rightful owner in a timely and efficient manner.

Lost and Found maintains lost and abandoned property as per the following retention schedule:

<b>Value</b>	<b>Retention Period</b>
Under \$300	1 month
\$300 or above	3 months
Cash	3 months

Property valued at \$300 or above is routinely sold at auction after the retention timeframe has passed. If no bid is made, the property is disposed of as deemed appropriate by Lost and Found. Property valued at less than \$300 is routinely disposed of after the retention timeframe has passed as deemed appropriate by Lost and Found. Disposition methods include, but are not limited to, transfer to campus department, donate to not-for-profit organization, auction/sale, and destruction.

Unclaimed cash may be returned to the finder after the expiration of the three month period, unless the cash has been found by a District employee in the course of his/her employment, in which case the cash belongs to the District.

To ensure that property is returned to the rightful owner, Lost and Found requires the claimant to provide valid picture identification and to sign-off on the property release log.

### **Authorization of Keys/Access Control Devices**

The Public Safety/Security Department is responsible for administering the process for issuance, use, and return, including monitoring, of keys/access control devices. All issued keys/access control devices are the property of the District. As such, they are subject to recall at any time.

The Chancellor or College President, or their designees, are the designated individual(s) who can authorize access to buildings, offices, etc.

Keys/access control devices will be issued only to employees of the District and to outside regular contractors/vendors who require access to service areas, when

approved by the Chief Administrator for Maintenance and Operations or the Public Safety/Security Department. Keys/access control devices shall not be issued to students, student workers, or short-term workers. Exceptions to this procedure can only be made by the appropriate College President.

Upon a change in assignment within the District, employees shall turn in any keys/access control devices no longer needed to the Public Safety/Security Department, College President, or designee.

Under no circumstances shall keys/access control devices be loaned to an unauthorized person.

Part-time faculty shall turn keys/access control devices in to the appropriate Public Safety/Security Department at the end of each semester (if not returning the subsequent semester).

#### **Key/Access Control Device Request**

To order a key/access control device, a request must be submitted to the College President, designee, or to the Public Safety/Security Department.

#### **Key/Access Control Device Responsibility**

The person who signs for the key/access control device assumes the responsibility for it. Any lost or stolen key/access control device must be immediately reported to the Public Safety/Security Department immediately and a report filed. Fees due to lost/stolen/missing keys/access control devices are required to be paid prior to issuance of replacement keys/access control devices. In the case of employee separation from the District, all keys/access control devices must be returned to the Public Safety/Security Department. Appropriate fees will be assessed for all unreturned keys/access control devices.

#### **Key/Access Control Device Duplication**

Each District key/access control device belongs to the District and shall not be duplicated. Any unauthorized duplication of a District key/access control device is a violation of Penal Code Section 469 and is punishable with a fine or imprisonment.

#### **Fixed Assets**

The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$1,000.

The District will conduct a physical inventory of fixed assets on a periodic basis. This listing will include a description, name, identification numbers, original cost, date of acquisition, location, and funding source.

#### **Transfer of Assets**

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 site designated Inventory Control employee.

The Inventory Control employee will be responsible for ensuring that the inventory system is properly updated.

**Releasing of College Equipment for Use Off Campus**

All requests to borrow or to remove District property, other than those items issued to individual employees for work-related use, from any campus for educational or district-related purposes must be in writing and be approved through immediate management.

Equipment loaned for non-educational purposes, and where charges are involved, must be approved through immediate management.

**Employee Responsibility for District Property**

Each District employee is responsible for the equipment under his/her control and shall not loan or allow the use of the equipment to any individual without prior authorization from the College's fiscal services office. Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.

**Replacing or Repairing Employee Property**

Employees will be reimbursed for the cost of replacing or repairing property of an employee, such as vehicles, eye glasses, hearing aids, dentures, watches, and articles of clothing, if the employee establishes that such property was necessarily worn, carried, or used by the employee in the course and scope of employment, and such property was damaged, or stolen by robbery or theft, in the course and scope of employment without fault of the employee.

**Determination of Value of Property**

If the property is damaged beyond repair or stolen, the actual value of such property at the time of the damage or theft shall be paid. If the property is repairable, the actual cost of such repair or the actual value of the property at the time of the damage shall be paid, whichever is less.

**Subrogation**

In the event an employee is paid for damage to or loss of personal property, the District shall, to the extent of such payments, be subrogated to any right of the employee to recover compensation for such damaged or stolen property. As a condition to receiving payment, the employee shall agree to notify the District if he/she receives any payment from any other source for the lost, damaged, or stolen property.

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Ratified December 2, 2013  
Revised April 20, 2016