

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter
6 Business and Fiscal
Affairs

AP 6520 Use and Security for District-Owned and Personal Property

References:

Education Code Sections 81600 et seq.;
Vehicle Code Sections 21113 and 42001;
Penal Code Section 469;
Government Code Section 3100;
ACCJC Accreditation Standards 3.8, 3.9

Public Safety on College Property

The Chancellor delegates the responsibilities for patrolling College property to the College Presidents or their designee. This jurisdiction includes all College properties owned, operated, controlled, or administered on behalf of the District.

Public Safety on District Office Property

Orange Coast College public safety officers are responsible for patrolling the District Office site.

All public safety 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 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 department procedures. In addition, this department is to 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 that 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:

Value	Retention Period
Under \$300	1 month
Over \$300	6 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 a District department, donation to a 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 their employment, in which case the cash is the property of 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

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

The Chancellor and College Presidents, or their designees, are the designated individual 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.

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

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

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

Key/Access Control Device Request

To order a key/access control device, a request must be submitted to the College President, Chancellor, or designee, or to the Public Safety 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 Department immediately and a report filed. Fees due to lost/stolen/missing keys/access control devices must be paid prior to being issued 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 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 District Equipment for Use Off Site

All requests to borrow or to remove District property, other than those items issued to individual employees for work-related use, from any District site for educational or District-related purposes must be in writing and be approved by 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 their control and shall neither loan nor allow the use of the equipment to any individual without prior authorization from the College's or District'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 that 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 they receive any payment from any other source for the lost, damaged, or stolen property.

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