

**Coast Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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

**References:**

Education Code Sections 81600 et seq.  
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

The Chancellor 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, and equipment from theft, loss, or significant damage.

The Chancellor shall maintain a Fixed Asset Inventory.

The Board of Trustees may provide for the payment of the cost of replacing or repairing certain property of an employee that is stolen or damaged in the course and scope of employment.

AP 6520 titled Use and Security for District-owned and Personal Property sets forth the necessary procedures for replacing or repairing the property of an employee.

Adopted December 10, 1986  
Revised May 20, 1998  
Revised December 10, 2003  
Renumbered from CCCD Policy 040-15-2, Spring 2011  
Renumbered from CCCD Policy 4612, December 2, 2013  
Revised December 2, 2013  
Revised April 20, 2016