

Adopted  
January 27, 2009  
Last Revised  
July 15, 2016  
Last Reviewed  
July 15, 2016

## **AP 6520 SECURITY FOR DISTRICT PROPERTY**

### **References:**

Penal Code Section 469;  
WASC/ACCJC Accreditation Standard III.B.1

### **Care of Property**

All District employees have a responsibility for the care of District buildings, grounds, furnishings, and equipment. Any use, circumstance, or activity that could result in damage to District property shall be reported immediately to the employee's supervisor and the appropriate administrator. Any person who willfully damages or destroys any property belonging to the District shall be liable for the replacement or repair of such property.

### **Loans of District Property**

The use of any District property for activities unrelated to District business is not permitted. District equipment and furnishings are not available for loan or lease to employees or outside parties. (See AP 6535 titled Use of District Equipment)

### **Keys**

Keys and any other electronic access devices or codes to District buildings and property shall be assigned only to employees of the District or to personnel contracted for temporary administrative functions. Distribution of keys and any other electronic access devices or codes shall be the responsibility of the Chief of Police or designee. Employees shall not lend or issue keys or any other electronic access devices or codes to others. Upon termination of employment or leave of absence, keys or any other electronic access devices issued to an employee shall be returned to the District Police Department.