

**A. Security for District Personnel and Visitors**

The Superintendent/President delegates the primary responsibilities for patrolling District property to the El Camino College Police Department. The El Camino College Police Department is committed to the safety and security of all students, staff and faculty attending or visiting El Camino College. The El Camino College Police Department is responsible for patrolling District grounds, facilities, and parking lots to protect persons and property and enforce applicable laws and ordinances. The Police Department's jurisdiction includes other grounds or properties owned, operated, controlled, administered or contiguous on behalf of the El Camino Community College District as outlines in Education Code, Section 72330.

Office of Primary Responsibility Vice President, Administrative Services.

**B. Security for District Property**

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Inventory records shall be kept of all District property with an acquisition cost in excess of limits established by Education Code and ECC Board Policy 6520.

**C. Key Control Process**

The El Camino College Board of Trustees has delegated the issuance and control of all District keys to the Vice President of Administrative Services.

All District buildings, perimeter fencing, furniture and equipment are subject to this key control procedure

The District issues and maintains keys for control purposes.

Issuance of Grand Master Keys must be approved by the Chief of Police.

Keys will be issued only to employees of the District and to outside regular contractors/vendors who must have access to services areas, when approved by Director of Facilities and Chief of Police. Keys shall not be issued to students, student hourly or

adult hourly. Exceptions to this procedure can only be made by the Chief of Police.

No keys will be issued without a signature of the employee, approval of their manger, and/or Division Dean where applicable, and approval of the Chief of Police.

Upon transfer of assignment within the District, employee shall turn in any keys no longer needed and sign out the required new keys.

Unauthorized use of, or duplication of District keys may be grounds for discipline up to and including termination.

Under no circumstances shall keys be loaned to an unauthorized person.

Part-time faculty shall turn keys in to the Division Office at the end of the first semester (if not returning second semester); and at the end of the second semester (if not teaching summer session) at the discretion of the responsible manager.

District employees on sabbatical or prolonged leave of absence in excess of six (6) months shall turn keys in to Campus Police. Exceptions to this require approval of the responsible manger and a Vice President.

District employees on ten (10) month assignments shall turn keys in prior to summer break period at the discretion of the responsible Dean.

Retired, separated or terminated employees will immediately return district keys to campus police.

Campus Police and Facilities are responsible for opening and securing all exterior building corridors.

Lost keys must be reported immediately to Campus Police.

All payments for lost keys are made directly to Campus Police:

Grand Master: \$250.00

Master: \$100.00

Block-Master: \$75.00

Restricted Areas: \$50.00

General Access (building and classroom only): \$20.00

January 15, 2015