

Glendale Community College District

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Administrative Regulation

SECURITY FOR DISTRICT PROPERTY

Security for District Personnel and Visitors

The Superintendent/President delegates the primary responsibilities for patrolling District property to the Glendale Community College District College Police Department. The College Police Department is committed to the safety and security of all students, staff and faculty attending or visiting Glendale Community College.

Responsibilities of the College Police Department include and are not limited to:

- Patrolling District grounds, facilities and parking lots to protect persons and property.
- Enforce applicable laws ordinances and District board policies and administrative regulations.

Jurisdiction includes other grounds or properties owned, operated, controlled or administered on behalf of the Glendale Community College District.

Security for Equipment & 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 or College Police.

Inventory records shall be kept of all District property with an acquisition cost in excess of limits established by Education Code regulations.

The Superintendent/President designates the maintenance of college facilities and equipment to the Glendale Community College District Facilities Department. The Facilities Department shall ensure the safe and efficient functioning of district equipment for students, staff and visitors.

Key Control Process

All District buildings, furniture and equipment keys are subject to this control process.

- Requests for all college keys must be submitted through the Facilities Work Order process. No verbal requests are accepted.
- Verdugo Campus (Main Campus): Completed keys will be recorded, entered in the key database and distributed by the Administrative Services Department.

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- Garfield Campus: Completed keys will be recorded and entered in the key database by Administrative Services and then forwarded to the Office of the Administrative Dean of Continuing and Community Development for distribution.
- Foundation key requests will be recorded and maintained by the GCC College Foundation.
- All key requests must be approved by the employee's immediate supervisor, department manager or division chair.
- Master keys must be approved by the appropriate supervisor or vice president.
- Keys will be issued only to Full Time and Part Time Permanent employees of the District. Contractors, vendors or others can be issued keys when approved by the Director of Facilities or the Chief of Police.
- Keys are not issued to students, student hourly employees or hourly staff. Exceptions must be approved by the Vice President of Administrative Services.
- No keys will be issued without the signature of the employee.
- Upon transfer of assignment/room(s) within the District, the employee shall return any keys to Administrative Services that are no longer needed and sign out for the required new keys.
- Part-time faculty who do not expect to return within one year must return their keys to Administrative Services and sign off on their key card.
- Retired, separated or terminated employees must return district keys to Administrative Services to sign off on their key card.
- Lost or stolen keys must be reported to the College Police Department before requesting a replacement key.
- Under no circumstances shall keys be loaned or given to an unauthorized person.

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References:

- Education Code 35168, 72330
- Title 5, Section 3946
- 34 CFR 80.32
- ACCJC Accreditation Standard III.B.1 (2014)

See Board Policy 6520

Adopted: 11/8/16