Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6520 Security for District Property

Reference(s):
ACCJC Accreditation Standard III.B.1

Security of district property requires the effort and cooperation of all employees and departments, who are expected to take reasonable precautions to safeguard district property in their work areas.

The District Safety and Security Department is responsible for patrolling district property and will be alert for safety and security hazards. District safety officers will either take corrective action or report problems to appropriate Maintenance and Operations staff. District Safety will monitor fire, security and life safety alarm systems, respond to alarm activations and report malfunctions to appropriate Maintenance and Operations staff or alarm service providers for immediate remedial action.

The Facility Planning, Construction, and District Support Services Department is responsible for the routine testing, inspection, maintenance and repairs of the fire protection systems and the annual certification of all fire extinguishers districtwide. Any faults or defective equipment identified in the testing are prioritized and repaired in a timely manner. Original records are retained by the Facility Planning, Construction, and District Support Services Department and copies of the completed certifications are made available to the District Safety and Security Department and Campus Maintenance and Operations staff for reference on site(s). Please see Appendix A for a matrix of Fire Protection Systems Responsibilities.

The maintenance and operations, custodial, grounds, and safety and security departments combine to enhance the safety, security and maintenance of district facilities. Maintenance and operations staff at the colleges perform routine, recurring and preventative maintenance work on buildings and grounds, including monitoring lighting systems, and emergency exit signs. The grounds department routinely trims trees and bushes to reduce potential hazards. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the District Safety and Security Department at 714-564-6331.

The Information Technology Services Department is responsible for providing security measures, software and hardware, for the District's data storage, processing and communications systems.

The District Safety and Security Department will provide first response to emergencies and will notify appropriate district staff and outside agencies as needed.

When unsafe circumstances exist on and around district property, the District Safety Department will provide appropriate warnings, including posting alert bulletins and sending email notices. To address major incidences of theft or loss of district property, the Chief of District Safety and Security will convene an ad hoc Property Protection Task Force comprised of affected staff and administrators to review safety and security practices and procedures and to recommend corrective actions.

Adopted: **January 10, 2005**
Revised: **September 19, 2016 (Previously AR 3510)**
Revised: **March 2, 2020**
Revised: **March 23, 2020**
Revised: **October 2, 2023**

Appendix A – Fire Protection Systems Responsibilities

Employee	Campus Maintenance & Operations (M&O)	District Safety and Security (DSS)	Facility Planning, Construction, District Support Services (FPCDSS)
• Report any building fire and smoke to DSS • Use fire alarm pull stations and other fire protection initiating equipment • Evacuate building upon fire alarm and/or fire sprinkler activation and close fire doors • Proceed to designated emergency area	• Provide support and assistance for vendor access to fire protection equipment • Ensure fire/smoke resistive construction is maintained • Report fire alarm and fire sprinkler maintenance issues to FPCDSS • Ensure fire protection equipment is visually and physically unobstructed	• Coordinate with first responders upon fire alarm and/or fire sprinkler activation • Monitor fire alarm panels for signal warning, trouble warning, alarm warning, and other unusual signals • Conduct fire watch activities as required • Coordinate with fire alarm monitoring company • Report fire alarm and fire sprinkler maintenance issues to FPCDSS • Ensure fire protection equipment is visually and physically unobstructed	• Manage all fire protection vendor bids and contracts • Manage all fire protection testing, maintenance, inspections, and repairs with vendors and coordinate activities with the colleges • Maintain and distribute all fire protection testing, maintenance, inspections, and repair reports • Manage corrective actions • Manage all fire protection construction record documents • Manage fire alarm panel programming changes, software, and dedicated fire alarm network • Manage agency approvals for fire protection system revisions or additions • Provide ongoing fire protection training • Inspect, maintain, and update inventory of fire/smoke resistive construction • Coordinate and conduct Fire Marshal site visits with M&O • Manage the inspection, maintenance, and certification of fire extinguishers