

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

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 will report problems to appropriate Maintenance and Operations staff. District Safety will monitor fire, security and life safety alarm systems, and will respond to alarm activations and will report malfunctions to appropriate Maintenance and Operations staff or alarm service providers for immediate remedial action.

On each campus the Vice President Administrative Services, or their designee, are responsible for the annual testing of the fire, life safety alarm systems, the annual certification of all fire extinguishers and other related testing and maintenance of the fire, life safety alarm systems. At the District Office this will be managed by District Facilities. Any faults or defective equipment identified in the testing, should be prioritized and rendered functional immediately after testing occurs. Notice of the completed certifications should be sent to the Chief, Safety & Security.

Santa Ana College (SAC) will be responsible for Centennial Education Center (CEC), Digital Media Center (DMC), and The Orange County **Sheriff's** Regional Training Academy (OCSRTA). Santiago Canyon College (SCC) will be responsible for Orange Education Center (OEC).

Maintenance and Operations staff are responsible for maintaining facilities to ensure the safety and security of persons and property. Attention will be given to provide and maintain appropriate lighting and landscaping, proper functioning locks, doors, windows and other security hardware and fire and life safety/security alarm systems.

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.

Keys and key records shall be maintained by the Administrative Services office at each college and major site. Procedures for secure storage, issuing, returning and monitoring keys shall be established. All keys for new equipment, furniture, and buildings are to be turned in to the administrative services office to maintain control and accurate records. Keying of new buildings and re-keying of existing facilities shall be executed in accordance with guidelines established by the District Support Services office to insure integrity of the entire system. District-wide standards for key systems and access control systems will be established.

Adopted: January 10, 2005

Revised: September 19, 2016 (Previously AR 3510)