



Policy

**6520 Security for District Property**

The Chancellor shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

**References:**

Education Code Sections [81600 et seq.](#); [ACCJC Accreditation Standard III.B.1](#)

**Adopted:** April 8, 2020

**Last Reviewed:** April 8, 2020

## Administrative Procedure

### 6520 Security for District Property

The District has established a District Campus Safety under the supervision of the Director of Security in accordance with Section 72330 of the Education Code. The District Campus Safety Office is responsible for patrolling District properties, maintaining order, and for the general security of persons and property.

The Facilities Planning & Operations Department is responsible for maintaining campus lighting in working order and pruning trees, hedges, and other landscape in a manner consistent with safety and security. Facilities Planning & Operations is responsible for maintenance of physical security barriers and equipment, including fences, gates, windows, doors, walls, locking hardware, and similar related items.

Facilities Planning & Operations is also responsible for issuing keys and other access control devices. Campus Safety shall be responsible for managing access control onto properties and into facilities that are owned, operated or controlled by the District, in a manner that serves the mission of the District with due regard for the safety and security of persons and property.

Campus Safety and Facilities Planning & Operations shall be responsible for dissemination of information regarding warnings about unsafe areas of campus and for ensuring that warning signs, barricades, caution cones, or other appropriate warning devices are in place around the affected area. Campus Safety and Facilities Planning & Operations shall inform the Public Information Office of non-emergency broadcast and publication of warnings about unsafe areas on campus.

Emergency notification for small scale emergencies are the responsibility of Campus Safety or Facilities Planning & Operations Incident Commander responsible on scene.

Emergency notification for large scale emergencies where the Incident Command System is activated are performed in accordance with the Emergency Response Plan at the direction of the Incident Commander.

Campus Safety is responsible for maintaining and testing fire alarms and intrusion alarms. Facilities Planning & Operations is responsible for the maintenance and testing of Fire Suppression Systems.

Campus Safety is responsible for responding to alarm conditions, assessing conditions, assisting with evacuations, resetting alarms, and determining when it is safe to allow people to return into a building.

The Information and Instructional Technology Department is responsible for software and data security.

The District has established a Security Master Plan for the purpose of addressing issues of physical security and safety on District Property.

#### **Cross References (see also):**

- YCCD Policy 3500 – Campus Safety
- YCCD Policy 3501 – Campus Security and Access
- YCCD Policy 3505 – Emergency Operations Plan
- YCCD Policy 3510 – Workplace Violence
- YCCD Policy 3515 – Reporting of Crimes
- YCCD Policy 3-8001 – Public Communications

- 1 YCCD Policy 3-8025 – Maintenance of Buildings and Property
- 2 YCCD Policy 6535 – Use of District Equipment
- 3 YCCD Policy 6700 – Use of District Facilities
- 4

5 **References:**

6 [ACCJC Accreditation Standard III.B.1](#)

---

7

8 **Procedure Last Revised:** April 8, 2020

9 **Last Reviewed:** April 8, 2020