

**SOLANO COMMUNITY COLLEGE DISTRICT  
BUSINESS SERVICES PROCEDURES**

**SECURITY FOR DISTRICT PROPERTY**

# 3310

**PROCEDURES:**

~~Any student, staff member or other person who willfully or negligently damages or destroys any property belonging to the District shall be held liable for the repair or replacement of such property.~~

~~Any theft of, or damage to, District property must be reported promptly to the College Police Department.~~

~~If it is necessary to cancel the registration of students for lost or damaged property, the students may be reinstated immediately upon clearing their financial obligations. The Registrar of Admissions and Records is authorized to withhold grades, transcripts and diplomas of students who have financial obligations to the College.~~

**Employee Personal Property**

*The District assumes no responsibility of personal property brought on campus by employees.*

**Key Distribution**

*Employees will be issued keys to areas they must access to fulfill their job responsibilities. Keys will only be issued with approval of their manager and a signature of the employee. Master keys will only be issued with the approval of the Superintendent/President or designee. Upon transfer of assignment within the District, employees shall turn in any keys no longer needed and sign out the required new keys if needed.*

*Unauthorized use or duplication of District keys may be grounds for discipline up to and including termination. Keys shall not be loaned to students or other unauthorized persons.*

*Lost keys must be reported immediately to the Chief of Police for Solano Community College and/or the Facilities Director. A charge will be made for the actual cost or replacement of lost keys.*

**Negligence/Theft**

*Any student, staff member or other person who willfully or negligently damages or destroys any property belonging to the District shall be held liable for the repair or replacement of such property.*

***Any theft or loss of, or damage to District property must be reported promptly to the College Police Department.***

***If it is necessary to cancel the registration of a student for lost or damaged property, the student may be reinstated immediately upon clearing their financial obligations. The Registrar of Admissions and Records is authorized to withhold grades, transcripts, and diplomas of students who have financial obligations to the College***

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Governing Board Review: October 18, 2006

Revised: XXXXXXXX

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