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SOLANO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES PROCEDURES

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SECURITY FOR DISTRICT PROPERTY   **PROCEDURE # 3310**

PROCEDURES:

Responsibilities for security of District property is assigned as follows:

- The District Department of Public Safety is responsible for patrolling District property and reporting and issues.
- The Facilities Department is responsible for maintenance of lighting, landscaping, locks, distribution and collection of keys and access codes, fire alarms, and other items that may affect the security of District property.
- The Facilities Department is responsible for publication of warnings about unsafe areas of campus.
- The Superintendent-President's cabinet is responsible will maintain an emergency management plan. The Technology Services and Support Department will be responsible for emergency notifications.
- The Technology Services and Support Department is responsible for security for all District information technology devices and systems.

Damages and destruction:

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 District Department of Public Safety.

REFERENCES/
AUTHORITY   Education Code Sections 81600 et seq.
                       Accreditation Standard III.B.1

GOVERNING BOARD REVIEW: October 4, 2023