

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6520

Security for District Property

Date Adopted:	11/09/2004
Date Revised:	12/11/2015
Date Reviewed:	12/11/2015
References:	Accreditation Standard III.B.1

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

The Facilities Division/Plant 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. Plant Operations is responsible for maintenance of physical security barriers and equipment, including fences, gates, windows, doors, walls, locking hardware, and similar related items.

Plant Operations is also responsible for issuing keys and other access control devices. District Security and Plant Operations 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.

District Security shall be responsible for notifying the Public Information Office 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. District Security and the Public Information Office shall be responsible for broadcast and publication of warnings about unsafe areas on campus.

Emergency notification for small scale emergencies where the Incident Command System is NOT activated are the responsibility of District Security.

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.

Plant Operations is responsible for maintaining and testing fire alarms and fire safety equipment. District Security 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.

See Board Policy 6520.