

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6520

Security for District Property

Date Adopted:	11/9/2004
Date Revised:	12/12/2025
Date Reviewed:	12/12/2025
References:	Accreditation Standard 3.8

The District has established a Department of Community Safety under the supervision of the Chief of Community Safety in accordance with Section 72330 of the Education Code. The Department of Community Safety is responsible for patrolling District properties, maintaining order, and for the general safety and 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 and tracking keys and other access control devices. Plant Operations is 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. The Department of Community Safety is responsible for access control on to property and enforcement of unauthorized access or unlocking of non-automatic doors for approved uses as approved by the Facilities Department or approved Use of Facilities form.

The Department of Community Safety is responsible for traffic and pedestrian management. The Department of Community Safety may close or restrict traffic at times if an area is determined to be unsafe and any other special need is required. The Department of Community Safety 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. The Department of Community Safety 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 the Department of Community Safety.

Emergency notification for large scale emergencies where the Emergency Operations Center (EOC) is activated are carried out in accordance with the Emergency Response Plan at the direction of the Incident Commander, following the Incident Command System (ICS) protocols.

Plant Operations is responsible for maintaining and testing fire alarms and fire safety equipment. The Department of Community 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 Technology Services department is responsible for software and data security.

See Board Policy 6520.