

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Services

AR 6520 Security for District Property

Reference(s):

ACCJC Accreditation Standard III.B.1

Security of district property requires the effort and cooperation of all employees and departments, who are expected to take reasonable precautions to safeguard district property in their work areas.

The District Safety and Security Department is responsible for patrolling district property and will be alert for safety and security hazards. District safety officers will either take corrective action or report problems to appropriate Maintenance and Operations staff. District Safety will monitor fire, security and life safety alarm systems, respond to alarm activations and report malfunctions to appropriate Maintenance and Operations staff or alarm service providers for immediate remedial action.

On each campus the District Safety and Security Department is responsible for the annual testing of fire, life safety alarm systems, the annual certification of all fire extinguishers and other related testing and maintenance of the fire, life safety alarm systems. Any faults or defective equipment identified in the testing should be prioritized and rendered functional immediately after testing occurs. Notice of the completed certifications should be sent to the District Safety and Security Department.

The maintenance and operations, custodial, grounds, and safety and security departments combine to enhance the safety, security and maintenance of district facilities. Maintenance and operations staff at the colleges perform routine, recurring and preventative maintenance work on buildings and grounds, including monitoring lighting systems, and emergency exit signs. The grounds department routinely trims trees and bushes to reduce potential hazards. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the District Safety and Security Department at 714-564-6331.

The Information Technology Services Department is responsible for providing security measures, software and hardware, for the District's data storage, processing and communications systems.

The District Safety and Security Department will provide first response to emergencies and will notify appropriate district staff and outside agencies as needed.

When unsafe circumstances exist on and around district property, the District Safety Department will provide appropriate warnings, including posting alert bulletins and sending email notices. To address major incidences of theft or loss of district property, the Chief of District Safety and Security will convene an ad hoc Property Protection Task Force comprised of affected staff and administrators to review safety and security practices and procedures and to recommend corrective actions.

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