



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

AR 6520 Fixed Asset Security and Accounting

**Issued: September 6, 2013
Revised: November 19, 2019**

Reference:

Board of Trustees Policy: BP 6500
Accreditation Standard III.B.1;
Education Code, Sections 70902, 72330, and 84674;
Penal Code, Section 439;
Title 5, Section 58311(2)

The President/Chief Executive Officer (CEO) directs that the following regulations are to apply to the security of District personnel and property at the Compton Community College District:

A. Security for District Personnel and Visitors

The President/CEO delegates the primary responsibilities for patrolling District property to the Compton College Police Department (Police Department). The Compton College Police Department is committed to the safety and security of all students, staff, and faculty attending or visiting Compton College. The Police Department is responsible for patrolling District grounds, facilities, and parking lots to protect persons and property and enforce applicable laws and ordinances. The Police Department's jurisdiction includes other grounds or properties owned, operated, controlled, or administered on behalf of the Compton Community College District as outlined in the Education Code, Section 72330.

Office of Primary Responsibility: President/CEO and/or Vice President, Administrative Services

B. Security for District Property

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator. An inventory record shall be kept of all District property with an acquisition cost in excess of limits established by Education Code. The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$5,000. In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the Purchasing Department. The Purchasing Department will be responsible for ensuring that the inventory system is properly updated.

All requests to borrow or to remove District property for educational or District-related purposes must be in writing and be cleared through the appropriate Administrator of the area. District equipment shall not be loaned to persons not employed by or enrolled in the District. Equipment shall only be removed from campus with proper authorization(s).