



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

BP 3330 Access to Facilities and Property

Issued: February 16, 2010

Revised: October 15, 2019

Reference:

Education Code Section 81600

All employees share in the responsibility of safeguarding District assets. To that end, the President/Chief Executive Officer (CEO) shall issue regulations controlling access to campus facilities; the management, issuance and return of keys; and safeguarding of District property. Regulations and procedures developed are to recognize that all facility access, keys, and property issued to employees shall be handled on a “need to have basis” related to individual employment; that access to facilities and/or District property is limited to official District use only; that any item(s) issued to an employee remains District property and that such item(s) must be returned to the District upon management request or upon termination of employment. Failure to return or reimburse District property may result in disciplinary and/or legal action.

Applicable Administrative Regulation:

AR 3331 Key Issuance and Return

AR 3332 Property Issuance and Return AR 3333 Campus Closure