

SOLANO COMMUNITY COLLEGE DISTRICT

SECURITY FOR DISTRICT PROPERTY

3310

POLICY: The Superintendent/President or his/her designee shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to, ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

REFERENCES/

AUTHORITY: Education Code Sections 81600 et seq.

JEH/jka

BP 3310

ADOPTED: January 21, 1987

REVISED: October 18, 2006

REVIEWED: 2008 – No Updates

**SOLANO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES PROCEDURES**

SECURITY FOR DISTRICT PROPERTY

3310

PROCEDURES:

Any student, staff member or other person who willfully or negligently damages or destroys any property belonging to the District shall be held liable for the repair or replacement of such property.

Any theft of, or damage to, District property must be reported promptly to the College Police Department.

If it is necessary to cancel the registration of students for lost or damaged property, the students may be reinstated immediately upon clearing their financial obligations. The Registrar of Admissions and Records is authorized to withhold grades, transcripts and diplomas of students who have financial obligations to the College.

JEH/jka

BP 3310

Governing Board Review: October 18, 2006