



## **Administrative Procedure 6520 Security for District Property**

1. Responsibility
  - 1.1 It is the responsibility of all staff members to help protect district buildings, grounds and equipment.
  - 1.2 Any person who willfully damages, destroys or steals any property belonging to the district will be liable for the replacement or repair of such property and subject to legal prosecution.
  - 1.3 The staff person to whom a room is assigned is responsible for turning off the lights, closing windows, turning off equipment and locking doors at the end of the day or whenever the room is not scheduled for use within the next hour. Supply rooms and cabinets will be kept locked at all times.
2. Report of Equipment Damage, Loss or Theft
  - 2.1 Any unexplained loss or theft of district property is to be reported to the College Director of Maintenance and Operations or President who will immediately notify the local police. The campus administrator notifies the Vice Chancellor of Business Services by memorandum. The memorandum is to include a complete and precise description of the equipment or property damaged, lost or stolen; the district inventory number; equipment make, model and/or serial number; when the equipment was last seen; description of property condition; and events that occurred at the time. The memorandum is to include the officer's name if the local police were called. The Director of Maintenance and Operations will take digital photographs if appropriate. This written report and photographs are then submitted to the district's insurance claims handling administrator.
  - 2.2 Any loss, theft or accident involving a district motor vehicle with damage of \$500 or more must be reported to the local police or highway patrol. An accident report must be completed and photographs taken and submitted to the Vice Chancellor of Business Services immediately for any accident involving a district vehicle irregardless of fault or damage. An accident report kit (with camera) is provided in all district motor vehicles. The accident report and photographs are then submitted to the district's insurance claims handling administrator.
  - 2.3 The Vice Chancellor of Business Services office interacts on behalf of the district with outside parties concerning claims reporting, claims investigation and claims management.
3. Use of District Property/Equipment
  - 3.1 There shall be no unauthorized use of district equipment.

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- 3.2 Use of district property/equipment for private or personal purposes is prohibited.
- 3.3 Staff assigned to use district equipment for district business on or off campus must sign a receipt and agreement for use of the equipment which describes the condition of and lists all the equipment assigned. Staff are financially responsible in the event of theft, loss or damage to any district property or equipment assigned to them.
- 3.4 Use of district facilities, equipment and supplies by community groups and other outside contractors shall be granted as provided by law including Education Code Section 82537 and as outlined in Board Policy and Administrative Procedure 6700, Facilities Use.
- 3.5 Use of district motor vehicles is restricted to district staff only.

Board approval date: 1/24/06