

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6520 Security for District Property

References: Accreditation Standard 3.8

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 Facilities, Operations, and Asset Management or President and Campus Safety who will immediately notify the local police. The campus administrator notifies the Vice President of Administrative 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, if available; 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 Facilities, Operations, and Asset Management 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 President of Administrative Services immediately for any accident involving a district vehicle regardless of fault or damage. The accident report and photographs are then submitted to the District's insurance claims handling administrator.
- 2.3 The Office of the Vice President of Administrative Services 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.
- 3.2 Use of District 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 provide 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.

4. Allocation of Responsibilities for Maintenance

The District's maintenance department has personnel to manage, control, and protect the buildings and grounds of the District. On-going maintenance service is scheduled by the maintenance department. If a specific problem occurs, a work order should be submitted to the maintenance department for dispatching a maintenance or grounds technician. Additional concerns on the District's building and grounds should be directed to the Director of Facilities, Operations, and Asset Management.

5. Fire Alarms

The District's maintenance department and information and technology resources department are responsible for maintaining the fire alarm system. The fire alarm system is remotely monitored by a private company. If a fire alarm is activated, the monitoring company will dispatch the local fire department. The facilities manager of each campus is responsible for silencing any activated fire alarms.

6. Distribution of Keys and Fobs

The District's administrative services department is responsible for issuing keys to faculty and staff as needed. The District's human resources department is responsible for issuing fobs to faculty and staff as needed. All keys must be picked up at the mailroom. Fobs must be picked up at the human resources office. A "Key Control Identification Card" must be completed and signed prior to distribution of keys.

See Board Policy 6520

Approved by Superintendent/President: November 25, 2014