



Reference: *Accreditation Standard III.B.1*

Responsibility

Security of District property requires the effort and cooperation of all employees who are expected to take reasonable precautions to safeguard District property in their work areas. It is the responsibility of all employees to help protect District buildings, grounds, and equipment. Any person who willfully damages, destroys, or steals any property belonging to the District shall be liable for the replacement or repair of such property and subject to legal prosecution.

The employee to whom a room, office, or work station 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.

On each campus, the Director of Maintenance and Operations is responsible for the annual testing and maintenance of the fire and life safety alarm systems, the annual certification of all fire extinguishers, and other related testing. At the District Office, annual testing and maintenance will be managed by the Deputy Chancellor or designee. Any faults or defective equipment identified in the testing should be prioritized and rendered functional immediately after testing occurs. Notice of the completed certifications should be sent to the Deputy Chancellor.

The Information Technology Services (ITS) department is responsible for providing security measures, software, and hardware, for the District's data storage, processing, and communications systems.

When unsafe circumstances exist on and around District property, the District Director of Marketing, Communications, and Public Information will provide appropriate warnings, including posting alert bulletins and sending email notifications.

Keys and key records shall be maintained by the Maintenance and Operations office at each college. Procedures for secure storage, issuing, returning, and monitoring keys shall be maintained and followed.

Report of Equipment Damage, Loss, or Theft

Any unexplained loss or theft of District property is to be reported to the Deputy Chancellor or designee who will immediately notify the local police. The notification should 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 notification should include the officer's name if the local police were called. Photos shall be taken if appropriate. The written notification

and photographs are then submitted to the District's insurance claims handling administrator.

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 Deputy Chancellor or designee immediately for any accident involving a District vehicle regardless 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.

The Deputy Chancellor or designee interacts on behalf of the District with outside parties concerning claims reporting, claims investigation, and claims management.

To address major incidences of theft or loss of District property, the Deputy Chancellor will convene an ad hoc task force comprised of affected staff and administrators to review safety and security practices and procedures and to recommend corrective action.

Use of District Property/Equipment

There shall be no unauthorized use of District equipment. Employees 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. Employees are financially responsible in the event of theft, loss, or damage to any District property or equipment assigned to them.

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.

Use of District motor vehicles is restricted to employees only.

Board approval date: 1/24/06
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