

HARTNELL COMMUNITY COLLEGE DISTRICT
BOARD POLICY AND ADMINISTRATIVE PROCEDURE
ROUTING /TRACKING FORM

Review and approval by the various college governance groups is requested: No Yes

Policy/Procedure #: AP 6520

Policy/Procedure Name Security for District Property

New Revised Replaces existing policy/procedure

Not approved



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

u) s maintenance department has personnel to manage, control, and protect the buildings and grounds of the District. On-