

PROCEDURE NAME: 6.3.1.B Use of District Property

Reference: Education Code Section 70902

Note: This procedure is recommended. It addresses the Chaffey Policy: Chapter 6: Business / Fiscal Affairs, 6.3.1 Security for District Property

Purpose: *To provide the institution with a uniform procedure on the use of district property by management, faculty, staff and students.*

1. District equipment shall only be loaned to persons employed by the district, or to students officially enrolled in classes, and only for instructional purposes.
2. Equipment shall only be removed from campus with proper authorization as represented by the district sign-out sheet.
3. District equipment is not to be used to repair or make a product for personal use except during, or part of, instruction.
4. Each employee of the district shall be responsible for equipment under his/her control.
5. Loss of equipment and unauthorized removal of equipment shall be reported immediately to the appropriate administrator, who in turn shall immediately inform Campus Police, who shall take an official report.
6. All employees who check out equipment to students shall use the online District Equipment Check-out Form (attached).
7. Equipment that is lost or stolen may be replaced upon submission of a request through the Business Services office, and contingent on available funding.
 - 7.1 The request must include an explanation about the loss or theft of the equipment, and a justification that replacement is essential to the activity served.
8. Definitions and concepts used within this procedure are applied using a "reasonable person standard" within the context of professional practice.

