

Use of District and Non-District Equipment

Reference: Education Code Section 70902

Use of District Property

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. 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.

Equipment may be loaned, when not needed for District/campus activities, to nonprofit groups or public agencies in case of emergency, upon approval of the Superintendent/President or designee(s).

Equipment shall only be removed from campus with proper authorization.

Capital equipment and furniture which is needed on an intermittent basis shall be shared by District units whenever it is feasible to do so. Before any duplication of equipment is provided, every effort shall be made to determine whether such duplication is absolutely necessary.

Use of Non-District Property

If, in the opinion of an employee and the Superintendent/President or designee, it becomes necessary to use personal equipment in the conduct of the employee's duties, the employee must justify its use and file with the Chief Business Officer a complete description and value of the equipment for insurance purposes. Only after approval has been granted by the Superintendent/President or designee should the equipment be brought on campus. Otherwise, the District cannot assume liability for such equipment. Liability is assumed only for the amount in excess of the deductible provided in the District's insurance policy.

The District does not assume service-related costs for such equipment.

Acceptance of loaned material/equipment shall be in accordance with administrative procedures that provide for the protection of the rights and interest of both the District and the provider of the loaned item.

The District reserves the right to refuse to accept any loaned material or equipment which does not contribute toward the achievement of District goals or the use of which would tend to deplete District resources.

See also BP 7371 - Personal Use of Public Resources

(Formerly a part of PVC Board Policy 3190, and Policies 3200, 3210 and 3230)

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