

AP 6535 Use of District Equipment

Reference:

Education Code Section 70902

1. The Imperial Community College District Governing Board established a policy concerning the use of equipment which is quoted as follows: "...the Policy of this College District in regard to school equipment shall be that no school equipment shall be loaned by any person or organization for any purpose other than duly authorized District uses..." (Board Resolution No. 168)
2. Equipment shall only be removed from campus with proper authorization.
3. District employees are responsible for equipment under their control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.
4. District employees should take appropriate security measures to prevent the theft or mutilation of college equipment.
5. Student workers should receive appropriate training for the care and operation of District equipment.
6. 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.