

## 1.0 Los Rios Community College District Property

### 1.1 Responsibility

1.1.1 It is the responsibility of all staff members to help protect Los Rios Community College District buildings, grounds, and equipment.

1.1.2 The person to whom a room is assigned is responsible for turning off the lights and closing windows at the end of the day or whenever the room is not scheduled for use within the hour. Supply rooms and cabinets will be kept locked.

### 1.2 Report of Theft or Damage

1.2.1 Any theft of or damage to District property must be reported to the Business Office.

### 1.3 Use of District Equipment

1.3.1 There shall be no unauthorized use of District equipment.

1.3.2 District equipment shall not be removed from the District's property for an unreasonable period of time, as determined by the Vice President of Administration at the College or the Vice Chancellor, Finance and Administration.

1.3.3 The District/College shall establish additional procedures for use of District equipment (i.e. laptop computers) of District property.

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(Formerly R-8463)

LRCCD

Adm. Regulation Adopted: 6/16/82  
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Board Policy: [P-8353](#)