



NUMBER: 344

SUBJECT: USE AND SECURITY OF BATC PROPERTY

EFFECTIVE DATE: AUGUST 15, 2005

EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011

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### **344.1 — POLICY**

All property of Bridgerland Applied Technology College (BATC) should be safeguarded against possible loss or misuse. BATC employees must take reasonable precautions to ensure the security of people, facilities, property, and vehicles. Because BATC is open to the public, BATC cannot be responsible for the loss of personal property. Safeguarding of BATC property becomes the responsibility of every BATC employee.

### **344.2 — PROCEDURES**

#### **344.2.1 — Buildings and Equipment**

All employees must turn off lights and equipment and lock office doors, outside doors, and windows at the close of office hours. As a general rule, when in doubt, lock up any area of the building that is not in official use at the time. It is the responsibility of each department head, instructor, staff, and/or employee to maintain a secure working area and to protect BATC property. Employees must take the responsibility to lock up after their use and to verify that their entire work areas are secure before leaving the area. It is important to note that it is not the intent of this policy for security to interfere with the normal operation and legitimate business needs of BATC, but rather to take appropriate responsibility for the safeguarding of BATC property and equipment.

BATC security procedures and staff will regularly do spot checks of individuals using BATC buildings at night, weekends, and holidays to ensure only those authorized are in the buildings.

All employees who utilize BATC equipment in the performance of their jobs must operate such equipment in a safe and prudent manner, keep it properly maintained, and follow established procedures for equipment control and use within their respective departments. In addition, all BATC property and equipment should be treated with respect and handled in such a manner as to accomplish the task while appropriately caring for the equipment. Careless or destructive use of equipment by a BATC employee may be subject to appropriate disciplinary action.

##### **344.2.1.1 — Personal Use**

Use of BATC property or equipment for personal reasons must be approved in advance by the employee's supervisor and should be incidental in nature. BATC maintains a philosophy that incidental, personal, noncommercial use of BATC property and equipment may be allowed when it is properly approved and will not interfere with the official use or needs of BATC. Any costs incurred by BATC for personal use must be reimbursed by the individual. Respective BATC department heads should maintain an appropriate, personal use, checkout mechanism in order to manage the location and responsibility for all BATC equipment. Employees must not take/use BATC property or equipment for personal reasons without obtaining the respective department head's permission and without following the appropriate checkout procedures.

Employees should take all precautions in maintaining the highest reasonable level of security to protect BATC property.

#### **344.2.2 — Supplies and Services**

All property, supplies, and services purchased with BATC funds should be used only for business operation of BATC. Use for personal reasons must be approved in advance by the employee's supervisor and should be incidental in nature. Any costs incurred by BATC for personal use must be reimbursed by the individual to BATC.



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### **344.2.3 — Telephone System**

The telephone system is provided for conducting official business. Local, toll, or long distance use of the telephone system for personal reasons should be kept to a minimum and should only occur in cases of urgent need or emergency. Costs incurred by BATC for personal telephone use must be reimbursed by the individual to BATC.

### **344.2.4 — Keys**

BATC's Vice President for Finance and/or his or her official designee are responsible for maintaining BATC's electronic access control system. BATC's Maintenance Department is responsible for maintaining the traditional manual access control system and key management structure. The issuance of any new key or modification of access rights for existing electronic keys requires completion of the Key Request/Change Form and the signature of the appropriate administrative authority (the respective department head and any two [2] Vice Presidents).

**344.2.4.1** — There may be a charge assessed for each lost key and for each key not returned when an employee leaves employment with BATC. The charge will depend on the type of key that is missing. No new keys will be issued to any individual who has outstanding key charges. Where advisable, and with mutual agreement of the Vice President for Finance and the respective department head, locks will be re-keyed when a key is lost or not returned upon termination. The individual responsible for the keys will pay re-keying costs in addition to the lost key charges. Departments will be responsible for the costs of non-returned keys and re-keying locks when staff members, or students who have been issued keys through their department, terminate and do not return their keys. As a general rule, students are not issued keys, with the exception of the Police Academy and Fire Recruit Academy students, who are given access to the weight/cardio equipment rooms.

### **344.2.5 — Vehicles**

All vehicles owned, leased, rented, or otherwise under the authorized control of BATC are considered to be BATC vehicles. Employees who use BATC vehicles must ascertain and assure that they are properly authorized and licensed to do so. Persons assigned responsibility for managing BATC-owned vehicles are responsible for assuring that they are maintained in a safe operating condition and are properly licensed and identified with an official BATC decal.

BATC maintains a motor pool from which vehicles may be checked out for authorized official travel. Official travel includes travel from hotel or motel for meals (reasonable distance) and to conferences or conventions if different from hotel or motel.

To operate a motor pool vehicle, an employee must meet specific requirements available from the motor pool. The driver must follow all appropriate procedures and guidelines, obey all statutes pertaining to the operation of a vehicle, and use caution and care. Personal use of motor pool vehicles is prohibited except where authorized by the department head and the appropriate administrative authority (any Vice President or the Campus President).

## **344.3 — RESPONSIBILITY**

### **344.3.1 — Department Heads and Administrative Personnel**

Department heads and administrative personnel are responsible for administering this policy to employees within their departments and coordinate the use and security of BATC property.

### **344.3.2 — Employees**

Employees are responsible for maintaining the highest level of security for BATC buildings and property.