3358:11-4-07 College property/security.

(A) Purpose. To maintain control over and security of college property.

(B) Repairs. If equipment, furniture or repairs are needed in an office, work orders or purchase orders must be submitted.

(C) Change of location. If office equipment is moved to or from another office area, proper inventory control forms must be prepared. Contact the procurement office for more information and forms.

(D) Security.

1. Issued keys are not to be duplicated or loaned.

2. Doors unlocked should be immediately re-locked.

3. Employees intending to visit the campus during non-regular hours should notify security in advance and report again at time of arrival and departure.

4. Missing equipment should be promptly reported to the employee’s office manager.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
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