

## CLARK COUNTY SCHOOL DISTRICT REGULATION

3612

### RESPONSIBILITY FOR DISTRICT PROPERTY

- I. Equipment, supplies, and facilities shall be authorized for employee use only in the performance of District duties.
- II. All Clark County School District employees share a responsibility for District property to ensure personal safety, security from loss, economy of operation, and useful life expectancy.

#### A. Administration

The administration is responsible for the development, implementation, and enforcement of procedures pertaining to the care and use of District property. Control and accountability for all equipment and supplies will be in accordance with established procedures.

#### B. School Principals/Department Heads

School principals and department heads are responsible for all District equipment and supplies assigned to their locations. To ensure proper use and care of assigned District property, school principals/department heads will:

1. Provide security and accountability for receiving, storing, and issuing District supplies and equipment.
2. Maintain inventory controls in accordance with District procedures.
3. Caution against carelessness and deliberate abuse of District property. Employees responsible for carelessness and deliberate abuse of District property may be subject to disciplinary actions in accordance with appropriate negotiation agreement.
4. Assure minimum delay in reporting incidents of burglary and vandalism. Incidents of burglary and/or vandalism are to be reported immediately upon discovery to the appropriate law enforcement agency. The supervising administrator will then proceed in accordance with established District procedures. The District will make every possible effort to obtain restitution from those responsible for loss or damage to District property.

5. Discourage employees from maintaining personal property on District premises, as such personal property is not covered by District insurance. Employee's personal property maintained on District premises is to be tagged for identification purposes.
6. Complete a Loan of District Equipment Agreement for use of another school's or department's equipment and acknowledge responsibility for the care and return of the equipment.
7. Process an Equipment Inventory Management Transaction Voucher in accordance with established District procedures for equipment transferred to another school or department.

Review Responsibility: Business and Finance Services  
Adopted: [7620:4/19/67; 7630/7640:6/15/72; 7654:5/70]  
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