Purpose
To assign responsibility and set policy for locking and/or securing Facilities & Planning Department equipment and facilities.

Objective
To prevent intrusion of facilities and access to equipment by unauthorized persons which could result in bodily injury, equipment/facility damage, or theft.

Definitions
The term facilities and equipment used herein refers to all buildings, fenced enclosures, vehicles, tools and apparatus under the cognizance of the Facilities & Planning Department.

Policy
A. All facilities and equipment shall be locked or otherwise adequately secured at the close of each workday or at any other time such facilities or equipment will be left unattended.

B. Each supervisor, or their designee, shall be certain that all facilities and areas in which their subordinates have been working are properly secured.

C. Each supervisor, or their designee, shall be certain that all vehicles, tools and equipment assigned or issued to their respective crews are properly locked and secured.

D. In instances where equipment issued or assigned to one crew is given temporarily to another crew for any purpose (loan, service, etc.) the supervisor of the borrowing crew shall assume temporary responsibility for the security of that equipment.

E. It is the responsibility of the cognizant crew to have nonfunctional locks or securing devices repaired or replaced as necessary.