


# PROCEDURE MANUAL

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Section		Subject	Title Preventing Property Damage/Loss

## Procedures for Preventing Property Damage/Loss

Each department head to whom equipment is entrusted shall be the custodian of such equipment and shall be responsible for all equipment within his/her department until relieved of this responsibility. He/she shall be relieved of this responsibility for a specific piece of equipment when that item has been properly transferred to some other department or otherwise disposed of. While the equipment is in his/her custody, he/she will ensure its proper utilization and take precautions to prevent its loss, theft, damage, or destruction by vandalism. Faculty and staff serve as liaisons to their department head. These persons are responsible for the security of the offices, classrooms, laboratories and shops in which they conduct their classes and related activities.

Directors, maintenance staff, security personnel or designated faculty/staff remain on campus until all employees and students have left the facility. This is to ensure that all doors are locked securely for the evening. When campus personnel are not on site, local Law Enforcement agencies patrol the campuses on a regular basis. Depending on the location of the individual campus, this may be a city Police Department or Sheriff's Office officer. An employee who wishes to work after hours must inform the Campus Director or designee. That employee is then responsible for securing the building when leaving.

Methods of preventing property damage/loss include:

1. The very specific property control procedures required by Delta's Property and Fleet Internal Procedures and Louisiana Property Assistance Agency (LPAA) help to readily identify lost, missing, or stolen items;
2. Faculty and staff members who are assigned state property are personally responsible for the assets' security. This policy encourages all employees to be vigilant about the items missing from their work areas;

3. The Property Control Manager conducts an annual inventory of state property and completes the LPAA certification of inventory on or before the designated date assigned by LPAA.
4. Assets received on the campuses are promptly identified as college property. High value and highly desirable items such as cameras, computers and printers are tagged in accordance with Delta's Property policies and procedures and turned over to the responsible party as soon as practical;
5. Assets are disposed of in strict accordance with LPAA and Delta's policies and procedures in reference to property

See **Procedures for Reporting and Investigating Losses/Damages to Assets** on Delta's Loss Prevention website that address reporting and investigating losses/damages as well as timely reporting of losses to the correct ORM claims unit.