

SUBJECT: PROPERTY SECURITY

EFFECTIVE
DATE: 03-31-11 (replaces 09-28-09)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail Community Service Board to provide the maximum security possible for all public property under its jurisdiction.

PROCEDURE

All items with a cost of \$100 or a life expectancy of three (3) years or more will be accounted for using perpetual and physical inventories. The Financial Resources Department will issue a check for the item and will be responsible for inventory control. (Reference: Policy 1212).

All cash, checks, and accounting records will be properly secured.

Outside doors are to be secured at the end of each work day. Alarm systems should be armed at the end of each business day, if applicable.

Keys to buildings will be issued in accordance with Policy 1211.

Center and Program Directors are to report immediately to the Chief Financial Officer (CFO) when any property is found missing (lost or stolen) or damaged. A Security Incident Report (on FormDocs under Administration Forms) must be filed reporting loss of equipment by theft. A copy of the Police Report regarding the incident should be forwarded with the Security Incident Report to the CFO immediately after the theft is detected.

The CFO shall report to the Health and Safety Committee by way of a copy of any Security Incident Reports received involving property theft.