



POLICY MANUAL

GENERAL

Number 344

Subject: Use and Security of University Property

Covered Employees: University Employees

Date of Origin: January 24, 1997

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344.1 POLICY

All University property should be safeguarded against possible loss or misuse. University employees must take reasonable precautions to ensure the security of people, facilities, property, and vehicles. Because the University is open to the public, the University cannot be responsible for the loss of personal property.

344.2 PROCEDURES

2.1 Buildings and Equipment

All employees must turn off lights and equipment and lock office doors, outside doors and windows at the close of office hours.

The University Police Department will regularly do spot checks of individuals using University buildings at night, weekends, and holidays to ensure only those authorized are in the buildings.

All employees who utilize University equipment in the performance of their jobs must operate such equipment in a safe and prudent manner, keep it properly maintained, and follow established procedures for equipment control as provided by the Equipment Inventory Office located in the Controller's Office.

Use for personal reasons must be approved in advance by the employee's supervisor and should be incidental in nature. Any costs incurred by the University for personal use must be reimbursed by the individual to the University.

Employees should take all precautions in maintaining the highest level of security to protect University property.

2.2 Supplies and Services

All property, supplies, and services purchased with University funds should be used only in the operation of the business of the University. Use for personal reasons must be approved in advance by the employee's supervisor and should be incidental in nature. Any costs incurred by the University for personal use must be reimbursed by the individual to the University.

2.3 Telephone System

The University telephone system is provided for conducting official business. Local, toll or long distance use of the telephone system for personal reasons should be kept to a minimum. Any costs incurred by the University for personal telephone use must be reimbursed by the individual to the University.

2.4 Keys

The Facilities Department has responsibility for the control of all keys and locks on campus.

(1) All keys for University buildings, offices, and other facilities, as required, will be issued by the Facilities Department to employees or students only when a completed Key Request Form is submitted to the Facilities Department. Key Request Forms are available from the Facilities Department or the Central Distribution Center.

(2) Building master keys will only be issued to appropriate members of the administration, deans, department heads and certain auxiliary services personnel. Department submaster keys may be issued to appropriate employees.

(3) There will be a charge assessed for each lost key and for each key not returned when an employee leaves employment with the University. The charges will depend on the type of key that is missing. No new keys will be issued to any individual who has outstanding key charges. Where advisable, and with mutual agreement of the Facilities Department and the college or division, locks will be rekeyed when a key is lost or not returned upon termination. The individual responsible for the keys will pay rekeying costs, in addition to the lost key charges. Departments will be responsible for the costs of non-returned keys and rekeying locks when staff members, or students who have been issued keys through their department, terminate and do not return their keys.

(4) Students who have been issued keys must return them and receive clearance from the Facilities Department before class credit will be released from the Admissions and Records Office.

(5) It is a violation of Utah state law to have lock work done or to have University keys duplicated except by the Key Shop at Facilities. Key systems used by the University are reserved for their exclusive use to maintain building and room security.

2.5 Vehicles

All vehicles owned, leased, rented, or otherwise under the authorized control of the University are considered University vehicles. Employees who use University vehicles must ascertain and assure that they are properly authorized and licensed to do so. Persons assigned responsibility for managing University owned vehicles are responsible to assure that they are maintained in a safe operating condition and are properly licensed.

The University maintains a motor pool from which vehicles may be rented for authorized official travel. Official travel includes travel from hotel or motel for meals (reasonable distance) and to conferences or conventions if different from hotel or motel.

To operate a Motor Pool vehicle, an employee must meet specific requirements available from the Motor Pool. The driver must follow all appropriate procedures and guidelines provided to them from the Motor Pool, obey all statutes pertaining to the operation of a vehicle, and use caution and care. Personal use of Motor Pool vehicles is regulated by Utah State Code R27-3-5.

344.3 RESPONSIBILITY

3.1 Deans, Department Heads, and Administrative Personnel

Responsible to administer this policy for employees within their departments and coordinate the use and security of University property.

3.2 University Police Department

Primarily responsible to ensure the security of people, facilities, property, and vehicles.

3.3 Facilities

Responsible for issuing all keys and the keying of University buildings.

3.4 University Motor Pool

Responsible for ensuring that University vehicles are used in accordance with this policy.

3.5 Employees

Responsible for maintaining the highest level of security for University buildings and property.