

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Department Personnel
Subject: IT Checkout Procedures for Audio-Visual Equipment
Directive Number: 2006-07
Date: December 18, 2019
Amends/Supersedes: May 11, 2006 version; March 10, 2009 version; January 27, 2010 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

To establish responsibilities and guidelines for the issuance of audio-visual equipment to Department members.

It is the goal of this department to maintain operational equipment in good working order for all department and community needs. It is also critical to be able to account for all audio-visual equipment used by department members.

II. Procedures:

A. The audio-visual equipment, which consists of two laptops, overhead projector, associated cables, and rollaway carrying case, will be kept in the Information Technology area (Room 225c). It is to be checked out to members of the department by Information Technology personnel during regular business hours (0800 to 1700 hours, Monday through Friday). The member checking out the equipment shall remain responsible for the equipment until it is returned and checked in by a member of the Information Technology staff.

B. Employees who wish to use the equipment must pre-arrange non-business hours pick-up (1700 to 0800 hours, Monday through Friday and weekends) with IT staff. In these cases, IT staff will place the equipment for pickup within the IT area (Room #225, cubicle near admin copy center door). The employee taking possession of the equipment will sign out the audio-visual equipment on the sign-out log (posted on a clipboard on the cubicle wall within the IT unit area).

- C. Police supervisory staff have access to the IT area via proximity card should the need arise to gain access after-hours.
- D. Information Technology staff shall ensure that the IT equipment is operational, in a state of readiness, and that appropriate repairs are made when needed.
- E. Personnel taking possession of audio-visual equipment are responsible for the reasonable care of equipment issued to them and for its prompt return upon conclusion of the event for which the equipment was needed.
- F. The Laptop Computer and Projector Sign-Out Log will indicate the name of the person taking possession, date taken/issued, signature of the employee taking possession, and their signature when it has been returned including the date returned. A member of the IT unit must initial the log (next to the signatures of the employee taking possession) at the time equipment is issued and when it is returned verifying knowledge of the equipment's use and return.
- G. Information Technology personnel will be responsible for maintaining equipment logs and ensuring that the procedures contained within this directive are properly followed.