

# ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

**TITLE: Asset Access and Inventory Control**

**APPROVAL SIGNATURE:**



**NAME: Whitney P. Laning**

**TITLE: President**

**DATE: January 4, 2011**

**POLICY NO.: 11-121 (supersedes 04-106)**

**PROGRAM: RCCC**

**SECTION: Operations**

**PAGES: 2**

**RCCC Board Approval: 1/22/2011**

## **1. Purpose**

To ensure the safety, security and integrity of RCCC personnel, RCCC assets as well as the assets of the City of Rowlett, used or accessed by members of RCCC Affiliated Programs, by setting guidelines for access or use of facilities, vehicles and other designated structures and equipment.

## **2. Authority**

The City of Rowlett Fire Rescue Chief, Police Chief or any senior City of Rowlett staff shall have full authority to provide, restrict or deny access or use of any City of Rowlett asset. The RCCC President, at his sole discretion, shall have full authority to provide, restrict or deny access or use of any RCCC asset. The RCCC President shall report any actions related to the access or use of assets to the RCCC Board of Directors for review and approval or suggested modification.

## **3. Access Codes**

- 3.1. Access Codes to City of Rowlett assets are provided at the sole discretion of the City of Rowlett Fire Rescue Chief or other appropriate department head.
- 3.2. Access Codes to RCCC assets are provided at the sole discretion of the RCCC President.
- 3.3. Access Codes are to be kept confidential and secure at all times.
- 3.4. Members are discouraged from displaying access codes on ID badges where they are in public view.
- 3.5. In case of loss, theft or disclosure of any access code, immediate notification of RCCC President is required.

## **4. Keys**

- 4.1. Keys to assets (vehicle, building, equipment) are issued at the sole discretion of, and made by the RCCC President.
- 4.2. Keys to City of Rowlett assets are issued by the RCCC President under the auspice of the Fire Chief.
- 4.3. The RCCC President may at his sole discretion issue keys to certain RCCC members for effective and efficient operations.
- 4.4. The RCCC President may establish accountability systems and processes to ensure integrity and security of key systems.
- 4.5. Only the RCCC President may grant authority to duplicate, loan, or distribute keys, combinations, codes, or access to assets.
- 4.6. In case of loss, theft or destruction of any issued key, immediate notification of RCCC President is required.

## **5. Key Holders**

- 5.1. The RCCC President shall determine eligibility and appointments for key holders at his sole discretion.
- 5.2. Key holders are appointed as a privilege and not as a function of position or title.
- 5.3. Key holders have an inherent responsibility for safety and security of an asset while in their control. This includes, but is not limited to:

- Preventing unauthorized access to off limits areas
- Cleanliness
- Prudent use of HVAC systems and lighting
- Obedience of all traffic laws
- Equipment Inventory Accountability
- Return of assets to state of readiness
- Notifications when something is wrong, broken, missing, etc.

- 5.4. Control is established when access is gained using an issued key until the asset is once again secured at its approved location.
- 5.5. Key holders may not transfer responsibility for an asset to another person, group or key holder.
- 5.6. The RCCC President shall maintain a log of distributed keys, combinations, codes, and authority to access assets.
- 5.7. The RCCC President shall report the list of key holders to the RCCC Board of Directors annually.
- 5.8. Key holders must follow established accountability systems and processes to ensure the safety and security of all assets.

## **6. Access or Use Approval Procedure**

- 6.1. Access or use by virtue of membership or position is not automatic.
- 6.2. Access or use of City of Rowlett or RCCC assets must be pre-approved using the following process:
  - 6.2.1. Request for access or use should be made to the RCCC President.
  - 6.2.2. The RCCC President will coordinate with the appropriate City official (if needed) for approval of the request.
  - 6.2.3. Authorization for access or use will be communicated only from the RCCC President.
  - 6.2.4. Unauthorized access or use may result in expulsion, restrictions or criminal charges at the discretion of the appropriate authority.
- 6.3. At no time will an RCCC, or RCCC Affiliated Program, member willfully access or use a City of Rowlett or RCCC asset without complying with this approval process.
- 6.4. The RCCC President may issue blanket approval orders or policies to facilitate efficient emergency activation procedures and program operations.

## **7. Asset Inventory**

- 7.1. The RCCC President should designate a RCCC Quartermaster position from the RCCC Board of Directors who will serve to oversee all assets (both City and RCCC) controlled by the RCCC.

## **8. Logs**

- 8.1. Access and use logs shall be maintained for all vehicles and trailers routinely used or accessed by members of RCCC Affiliated Programs.
- 8.2. Access logs should be reviewed at least quarterly by the RCCC Quartermaster.
- 8.3. At a minimum, logs should denote date, open/close time, name, ID # and reason for each access entry. Vehicle logs should also include odometer and fuel level readings.

## **9. Penalty**

- 9.1. Failure to comply with this policy, including completing a log entry for access, may result in loss of privilege, or other disciplinary action up to and including expulsion from the RCCC as determined by the RCCC President.