**Security**

The security of CPFM employees and their personal effects, as well as the security of University property, is a matter of great importance. CPFM will make every reasonable effort to assure the safeguarding and protection of employees and property. As an employee, you should become security conscious to reduce the loss of personal and State property through theft or misuse. Protect University property against theft and abuse as if it were your own. Under current State law, each employee can be financially liable for the loss, damage, or theft of University property if the loss occurred as a result of negligence on the part of the employee.

In safeguarding University property, as well as your own, please observe the following:

**Personal security**

Personal belongings and any equipment the employee is responsible for (such as purses, briefcases, and tools) should be secured whenever the employee leaves his/her office or work area.

Any suspicious-looking strangers should be reported to the University Police Department immediately.

**Vehicle security**

Vehicles should not be left unattended with the keys in the ignition or with the motor running.

All vehicles should be locked when left unoccupied.

Small tools, tool boxes, power tools, expensive materials, or other valuable or tempting equipment or materials should not be left overnight in the back of trucks or other open vehicles. Items that cannot be safely locked inside the vehicle should be secured overnight in the shop/section area.

**Uniforms**

Uniforms make it possible for building occupants and law enforcement personnel to recognize people who have authorized access to University property.
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