



Policy & Procedure No. 4.013  
**Nunez Community College**

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**Title:** Loss or Damage to Personal Property and  
Personal Vehicle Policy

**Effective Date:** June 15, 2022

**Last Revision Date:**

**Cancellation:**

**Department/Office:** Facilities

***Loss or Damage to Personal Property and Personal Vehicle Policy***

**PURPOSE**

To inform any operating unit, employee, student, or visitor of Nunez's responsibility for personal property that is brought onto Nunez campus.

**SCOPE**

This policy applies to any operating unit, employee, student, or visitor of Nunez Community College.

**POLICY**

Personal property brought onto Nunez campus is done so at the employee's, student's, or visitor's own risk.

- I. Nunez Community College is not liable:
  - a) For theft or damage of personal property left in vehicle parked in a college lot, nor for the loss of or damage to a vehicle.
  - b) For theft or damage of money, valuables, clothing or other personal property
- II. Reporting
  - a) Loss or damage of personal property should be reported to the Director of Facilities.



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*Review Process:* Provide/edit example table below to document review process and all reviewing entities

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
	Executive Cabinet	06/16/2022	06/16/2022
	Chancellor	06/16/2022	06/16/2022

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**Chancellor's Signature/Approval**

**Signature:** \_\_\_\_\_  
Chancellor

**Date:** 06/16/2022