

Equipment Lockdown Program

The deductible for forced entry theft (see III-E-3) will be waived if a department qualifies for all five of the following points.

Point One:

At the time of the theft, the item was secured with an approved and properly installed locking device; OR an approved building alarm was triggered at the time of the theft. Contact Central Stores/Receiving or Risk Management--Property & Liability for a list of approved lockdown devices. Contact the UCD Police Department for approval of building alarms (Section 360-35).

Point Two:

All components of the equipment must be legibly engraved with the words "Property of UC Davis." For inventorial equipment, the property tag must be attached and the property number must also be engraved on the equipment. If no property number is assigned, then the name of the department must be engraved instead. The engraving must be in a conspicuous place. Contact the UCD Police Department or Microscope Services for assistance with engraving.

Point Three:

The Lockdown Device Certification form (available on the World Wide Web at <http://hr.ucdavis.edu/forms/forms.htm>) must be completed and forwarded to campus Risk Management--Property & Liability or UCDHS Risk Management.

Point Four:

The department must be in compliance with all equipment inventory procedures.

Point Five:

The department must be in compliance with key control procedures (Section 360-50). The department must complete the UCD Police Department and Risk Management Department Security Survey--Self-Assessment form and forward it to campus Risk Management--Property & Liability or UCDHS Risk Management.

Other Information:

1. Risk Management--Property & Liability (campus) or Risk Management (UCDHS), in conjunction with the UCD Police Department Crime Prevention Unit, will review other locking devices on request from departments and may approve the devices for the deductible waiver based on the device's value as a deterrent to theft. Most inexpensive exposed cable locks are NOT approved lockdown devices.
2. If not all parts of an equipment system meet the five points, only the parts that have been acceptably secured will be eligible for deductible waiver.
3. If ergonomic considerations are an issue, it is recommended that departments contact Environmental Health & Safety for assistance.
4. In situations where locking devices are not a practical solution because rental equipment is being used or equipment is moved frequently, departments should consider buying down the deductible in accordance with Exhibit B, or by contacting campus Risk Management--Property & Liability or UCDHS Risk Management for assistance.