

**Care and Safeguarding
of State Property**

State of California-Military Department
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UNCLASSIFIED

SUMMARY of CHANGE

CR 4-2

Care and Safeguarding of State Property

*This is a minor update to the previous edition of the regulation dated 30 January 2007.

CARE AND SAFEGUARDING OF STATE PROPERTY

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History. This regulation is a minor update to the existing regulation.

Summary. This regulation describes the measures to be taken to care for and safeguard property issues to and by brigades, regiments, and units of the California Cadet Corps (CACC).

Applicability. This regulation applies to all schools currently maintaining membership in the CACC.

Proponent and exception authority. The proponent of this regulation is the Executive Officer, CACC. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and

Regulations. The proponent may delegate this approval authority, in writing, to a field-grade state staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to – Youth Programs, California Cadet Corps, ATTN: Executive Officer, Building 1301, Camp San Luis Obispo, CA.

Suggested improvements. Users are invited to send comments and suggested improvements in memorandum form directly to the address listed above.

Distribution. This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Joint Force Headquarters, California.

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CHAPTER 1

GENERAL

1-1. PURPOSE.

This regulation prescribes responsibilities, standards, and procedures for the care and safeguarding of all State property issued in support of the California Cadet Corps. This regulation augments and defines the procedures for storage and safeguarding of State property identified in CR 4-1.

1-2. POLICY.

- a. State property shall only be issued to schools enrolled in the California Cadet Corps program that provide satisfactory facilities for the care and safeguard of state property.
- b. A school may be relieved of responsibility for state property which becomes lost, stolen, unserviceable, destroyed, or damaged only when it is clearly shown that the precautions and procedures contained in this regulation were complied with.

1-3. RESPONSIBILITY.

- a. The Executive Officer, California Cadet Corps, or his designated representative (s) will determine that the security measures prescribed herein are being followed.
- b. Brigade and Regimental Advisors are responsible for adhering to the provisions of this regulation as regard state property issued to or through brigades or regimental.
- c. Principals (or the equivalent senior administrator at a school site) are designated as Supervising State Property Custodians, and as such are responsible for development and implementation of procedures to ensure the care and preservation of property issued to the school in support of CACC activities. They ensure that storage facilities meet minimum security standards as established herein and consult with HQCACC on storage and security issues as required. Principals also maintain a file of CACC property on campus which includes copies of annual inventories as required in CR 4-1.
- d. Commandants, as State Property Custodians, are directly responsible to the principal to ensure that all state property is cared for properly and to the fullest extent possible. Commandants are required to notify the HQCACC as soon as practicable of any defect or weakness in the security of facilities in which state property is stored. Further, commandants are responsible to instruct cadets in the use, care, and safeguarding of all property. Finally, commandants ensure that serial numbers of all small arms and electronics equipment are maintained with stock record cards and with the principal.

CHAPTER 2

SECURITY AND STORAGE PROCEDURES

2.1 MINIMUM SECURITY STANDARDS

- a. The school will set aside an area for the exclusive storage and safeguard of state property issued under the provisions of CR 4-1. This supply room must meet the following criteria:
 - a. Door Locks: Supply room doors with flush mounted safety rim deadlock with heavy duty mortise lock-set and strike are preferred. However, two heavy pattern steel hasps with separate keyed padlocks meeting school district security specifications are acceptable. Hasps and other hardware should be mounted to preclude removal from the exterior.

- b. Doors: Supply room doors may be hung to swing in either direction. If doors open outward, fixed pin hinges are required. However, heavy weight fixed pin type strap hinges may be utilized provided that they are made secure as prescribed above. Doors will be of the hollow 16-gauge metal type or the equivalent thereof fabricated from the following materials:
 - i. Solid core wood with 0.281-inch thick sheet metal fitted to the door so as to preclude removal from the exterior
 - ii. Jail type, provided it is fabricated from steel rod not less than ½ inch in diameter not more than six inches, center to center
 - iii. ¼ in steel plate.
 - c. Doorframes: Supply room doorframes will be either 16-gauge sheet steel with standard reinforcing and anchored to the wall with standard anchoring devices to suit wall material or steel angles or channels fitted with doorstops, strikes, and hinge attachments.
 - d. Windows and Skylights: Supply room windows will be factory made security sash or will be secured by interior or exterior grilles secured to structural members of the building so as to preclude removal from the exterior. Skylights will be secured with security-type grilles.
- b. Heavy duty padlocks, not keyed for a master key, will be used to secure arms racks, chests, weapons containers, supply room doors equipped with hasps, and CONEXEs.

2-2. SECURITY COORDINATION WITH LOCAL AUTHORITIES.

Annually, the principal will notify, by letter, local law enforcement agencies of the location of all buildings and sites where weapons and ammunition are stored. Local law enforcement agencies will be requested to make a security check of the outside premises of such buildings and storage areas during their normal police duties.

2-3. STORAGE AND SAFEGUARDING OF SUPPLIES.

Supply items such as uniforms, accouterments, inexpensive training aids, and miscellaneous unit supplies will be stored in a manner which prevents storage deterioration, allows periodic cleaning of the area, and precludes pilferage. Supply rooms protected by one locked door are adequate provided no other means of entry to the room are available. Such items may be stored in a classroom without the security standards prescribed in para 2-1 provided they are stored in locked cabinets, wall lockers or chests whose padlocks meet the requirements of para 2-1.

2-4. STORAGE OF SMALL ARMS.

- a. Small arms are defined as pistols, revolvers, fireable and non-fireable training rifles.
- b. Small arms will be protected by triple locks. Small arms will be secured in a locked arms room with the next outer door being locked. If arms racks are not available for issue, they may be locally constructed or purchased with approval of HQCACC. All racks will be fastened to a structural part of the building with bolts, chains or other securing devices so as to prevent removal of the racks. The racks will be locked except when issuing or returning weapons.
- c. If an arms room described in para 2-4(b) is not available, weapons will be stored in a weapons container. This container will be bolted to the floor in such a way as to prevent removal without the container being opened. Containers may be locally fabricated utilizing 14-gauge steel. Both ends of the box will be locked when storing weapons.
- d. All small arms will be stored in a non-fireable condition. Rifles with removable bolts will be stored without bolts. Bolts removed from fireable rifles will be tagged or marked to insure they can be matched with the proper rifle. Parts will be removed from other small

arms to render them non-fireable. All bolts and other removable parts will be secured in an area separate from that where small arms are stored. A safe, locked file cabinet or other containers secured by means of a key, padlock, or combination lock may be considered adequate for such storage.

- e. Small arms will be issued to members of the California Cadet Corps only when absolutely necessary to accomplish an assigned mission. The issue of small arms to state rifle team members engaging in practice and/or competition is authorized. All individuals possessing small arms will be thoroughly instructed of the inherent liability in the loss of weapons. Hand receipts (CACC Form 101) will be utilized for the temporary issue of small arms.
- f. Keys to arms racks and weapon boxes will not be stored in the same room as the weapons.

2-5. STORAGE AND SAFEGUARDING OF AMMUNITION.

- a. No more than 5,000 rounds of issued ammunition may be possessed by a school. Wherever possible, ammunition will be stored in a high-security type room at the school as prescribed by this regulation.
- b. Schools built without a high-security type room may store ammunition within a supply room provided it is stored within a cabinet, wall locker, or chest protected by a heavy duty lock. A fire extinguisher must be located so as to be consistent with local fire marshal rules and regulations.
- c. Ammunition will not be issued to, or in the possession of members of the CACC except when possession is necessary to accomplish the marksmanship training outlined in CR 3-17. Commandants of Cadets will ensure that standard operating procedures are established and published to insure that all unexpended ammunition and expended casings are turned in after each training period.

2-6. BUILDING SECURITY.

- a. The school principal will insure that all keys and lock combinations which afford access to storage facilities, supply rooms, or vaults are maintained under strict control. Unless absolutely necessary, the commandant and principal will be the only personnel authorized to possess keys and combinations.
- b. Each storage or supply area will have a sign posted which says, IN CASE OF EMERGENCY CALL THESE NUMBERS (number of local police).

2-7. IMMEDIATE REPORTS OF INTRUSION.

- a. Any official of the school, or member of the CACC who discovers an actual or attempted security intrusion shall immediately notify the local police and CACCHQ by phone.
- b. A detailed written report, CACC Form 18, Report of Intrusion, will be submitted within 72 hours of any attempted or actual intrusion. If possible, a copy of the actual police report shall be included with this report. The State Police will be notified in the case of stolen rifles and/or ammunition.

2-8. SPECIAL STORAGE AND SECURITY PROCEDURE.

In the event that it is deemed impractical for a school to establish or re-establish after intrusion the storage and security requirements of this regulation, the Executive Officer, CACC may prescribe other emergency or permanent procedures necessary to adequately protect state property.

APPENDIX A
CACC Form 18
Report of Intrusion

1. LOCATION

- i. Unit Name _____
- ii. Physical Address of unit _____
- iii. City _____ Zip _____

2. TIME

- i. Date of intrusion _____
- ii. Time of intrusion _____ Is this time exact ____ or approximate? ____

3. IVENTORY OF MISSING ITEMS

SKU	ITEM DESCRIPTION	QTY MISSING	SERIAL # IF ANY

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

Check here if additional sheets attached and indicate # of additional sheets (_____)

4. EXPLANATION OF CIRCUMSTANCES SURROUNDING LOSS

Include a statement detailing how the loss was discovered, how discovered the loss, what evidence existed of intrusion, and any evidence collected. Include digital photographs as available.

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

Check here if additional sheets attached and indicate # of additional sheets (_____)

APPENDIX A
CACC Form 18 – Page 2
Report of Intrusion

5. REMARKS

Include a statement detailing the adequacy of security measures prior to the intrusion, steps taken to recover lost articles, and steps taken to prevent a recurrence of intrusion.

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

Check here if additional sheets attached and indicate # of additional sheets (_____)

6. ATTACHMENTS: Check all attachments included with this report

- Police Report (File Number _____)
- Photographs (# of photographs _____)
- Inventory of missing items
- Statement of circumstances surrounding loss (See #4 above)
- Statement of additional remarks (See #5 above)

Principal's Full Name _____

Principal's Signature _____

Date _____

Commandant's Full Name and Rank _____

Commandant's Signature _____

Date _____