**SECTION: AGENCY PROPERTY**

**POLICY:** Employer (City) Property **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

All property maintained by the City is to be kept in the best possible working condition to ensure proper use of such property and City networks.

**DEFINITIONS:**

1. Property: as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, Internet services, building or supply leased, owned, donated or otherwise in the custodial care of the City or any person acting as its agent.

**APPLICABILITY:**

This policy applies to all employees of the City.

**PROCEDURES:**

1. No City employee should expect any privacy on City premises or when using City property or networks, except that which is required by law.
2. City employees must maintain their work environment in an orderly fashion and comply with all City rules to ensure its proper use and maintenance.
3. Any employee found to have neglected or misused City property is subject to disciplinary action up to and including termination of employment.
4. If an employee's misuse of City property damages the property, the City reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of City property is grounds for immediate termination and possible criminal action.
5. No employee may use City property (including but not limited to computers, telephones, cellphones, copiers, faxes, Internet services and printers) for personal use unless specific permission has been granted by the employee's supervisor. If such permission is granted, the employee will be responsible for the care and return of the loaned property. Special care should be taken to identify any concerns regarding its condition before the property is removed or used by the employee for personal use.
6. Lockers are used to store employees' personal items during the workday for some positions. Employees are to expect no right to privacy with regard to inspection of any City property.
7. Any employee for whom driving is an essential job duty must be authorized and approved by the City to drive City vehicles. It is the employee’s responsibility to ensure that the vehicle is in full operational condition before each use. Any problems with, or damage to, the vehicle should be reported to the City before each use. If an employee damages a vehicle while operating, it is to be reported to their supervisor immediately. In the event the damage was caused by an employee’s negligence or unlawful action, disciplinary action will be taken, up to and including termination of employment. Any vehicle found to be unsafe will be removed from the operational fleet until appropriate maintenance or repairs have occurred.
8. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.