**SECTION: AGENCY PROPERTY**

**POLICY:** Personal Property **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

To inform employees of the city’s policy regarding the use of personal property while working.

**DEFINITIONS:**

1. Personal property: Items brought onto city property by an employee that do not belong or are owned by the city. Examples include, but are not limited to, cell phones, personal electronic equipment, personal tools, prescription eyewear, purses, clothing, rain gear, briefcases, or laptop cases.
2. Liability: The city claims no liability for loss, damage or theft of personal property brought onto city premises, unless the loss is due to the city’s negligence.
3. Prohibited Items: Items that pose a threat or risk to the city are not permitted at any time in city buildings. These items include, but are not limited to, weapons, illegal drugs, or personally owned software or files that may harm the city systems or are illegal or inappropriate. [Civil Service may have different rules].
4. Security of Items: The employee is responsible for storing personal items in a secure location, such as an assigned locker, if available, or out of sight, so they are not visible to others to avoid theft.
5. Privacy: Employees should expect no right to privacy with regard to their personal belongings, which may be searched for a reasonable suspicion or Bonafide business need.

**APPLICABILTIY:**

This policy applies to all city employees. [See Civil Service rules].

**PROCEDURES:**

1. Employees are required to store personal belongings, including cell phones and electronic devices, in their assigned lockers, or desk/office during work hours.
2. Under no circumstances are employees allowed to bring prohibited items into city buildings.
3. The city reserves the right to search employee lockers and other property on company premises when there is a reasonable suspicion of a violation of city policy.
4. Employees are responsible for ensuring the safety and security of their personal belongings.
5. The City will not be liable for damage or loss of employee personal property unless the damage or loss is caused by the city’s negligence.