



## City of Fort Bragg

### Administrative Regulation No. U-1

#### USE OF CITY EQUIPMENT

##### I. OBJECTIVE

The objective of this Administrative Regulation is to establish policy for the use of City-owned equipment for unofficial purposes. It is the policy of the City that City-owned equipment is **not** to be used for private purposes. This Regulation shall assist the City in avoiding the dispensing of any special privilege to City employees or others by virtue of their employment with the City or relationship with City employees, assuring that City equipment is properly maintained and available for its intended public purposes, and protecting the City from potential liability arising from the improper use of City equipment.

##### II. PROCEDURES

1. No employee or volunteer shall use City equipment or supplies to conduct any activity other than approved public projects, maintenance of City-owned facilities, for providing services contracted, or for services lent to another public agency as approved by the City Manager.
2. Requests for City services from other agencies are to be directed to the City Manager or Department Manager.
3. Requests for personal use of City equipment by City employees and relatives shall **not** be approved.
4. Incidental use of City equipment during break periods, such as typewriters, personal computers, or small tools may be approved on a limited basis by Department Managers. Employees shall be responsible for reimbursement to the City for the cost of breakage repair, loss or resupply.

##### III. RESPONSIBILITY

1. City employees and volunteers shall:
  - a) Refer all requests for use of City equipment for work other than on City projects to their respective Department Manager.
  - b) Report immediately any use of City equipment which is in conflict with this policy to their respective Department Manager.
  - c) Comply with this regulation to the fullest.
2. Department Managers shall:
  - a) Forward or refer all requests from other agencies or private individuals for use of City equipment, services and/or personnel to the City Manager.
  - b) Exercise disciplinary action for violation of this regulation.
  - c) Establish departmental rules and procedures dealing with the use of City equipment and supplies.
3. The City Manager shall:
  - a) Review and act upon all requests for City services outside of the normal scope of services.
  - b) Submit requests to the City Council at his/her discretion.
  - c) Investigate and act upon all complaints alleging misuse of City equipment, supplies and/or services.

##### IV. DEFINITIONS

1. "City Employee" includes employees at all levels, and volunteers.

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2. "City Equipment" shall mean any equipment and supplies owned or rented by the City or otherwise contracted for utilizing City funds.
3. "City Services" shall mean any service provided by the City or through a contractor on behalf of the City.

Approved by City Manager	<u>Linda Ruffing</u> (Signature)	<u>2.1.07</u> (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff	<u>Feb 2007</u> (Date)	