**Proper Use of City Property**

**and Office Equipment**

**Purpose**

No employee shall use City of Loveland property, including land, buildings, equipment, or supplies for any personal purpose. The City Manager has the authority to make exceptions to this policy in the event of an emergency or for other good cause. Any breach of this policy will be grounds for disciplinary action up to and including dismissal.

**Policy**

It is the policy of the City of Loveland that its vehicles, office equipment, tools and equipment, which includes but is not limited to telephones, the postage meter, stationery, stamps, and facsimile and copying machines, city-issued cell phones, pagers, computers and E-mails, and hand tools are to be used for City purposes only and are not to be used by employees for personal reasons.

**Procedure**

Use of City Vehicles

 A. Upon proper authorization of the Department Head, City employees are permitted to use City vehicles for official City business. These vehicles may be kept overnight only with the prior approval of the City Manager. City vehicles shall not be used for commuting to and from work except when authorized in advance by the City Manager.

 B. It is the responsibility of the Department Heads to ensure that the vehicles assigned to their individual departments are properly maintained and serviced.

 C. Any employee involved in a traffic accident involving a City vehicle must notify his or her supervisor immediately and provide all necessary information.

 D. Employees shall exercise due care and comply with traffic laws while driving on City business. In addition, while driving a City vehicle, no employee shall use a cell telephone without a hands-free earplug or Blue Tooth earpiece or other hands-free technology. Under no circumstances shall a City employee “text” or read or reply to e-mails while driving.

 E. All City employees shall use seat belts when on duty and while riding in or operating a City vehicle, or when operating a private vehicle for City business.

Tools, Supplies and Equipment

 A. It is the responsibility of employees using tools, supplies and equipment provided by the City to perform job duties to see that they are properly used and maintained.

 B. Misuse, neglect, theft, or abuse of tools, supplies and equipment is prohibited. Accidents involving misuse of tools or equipment may be cause for disciplinary action. Employees who lose tools or equipment will be required to reimburse the City for the cost of the item lost except when, in management’s judgment, the loss was unavoidable.

Telephones, Photocopies, and Other Equipment and Supplies

A. Personal calls at work should be kept to an absolute minimum and in any event must not interfere with the performance of an employee’s duties or City business. This applies equally to office phones, city-issued cell phones, and any other personal hand-held device used for verbal or written communication.

B. Employees may not use the telephone at work for personal long distance calls unless such calls are charged to the employee’s credit card. In any event, the use of a City telephone for long distance calls shall be kept to an absolute minimum.

C. Employees should not use the City’s address for the receipt of personal mail.

D.  The personal use of City stationery, letterhead, or the City’s postage meter or stamps purchased by the City for personal correspondence is strictly forbidden. It is agreed and understood that the use of City letterhead or stationary for any correspondence conveys and connotes an official city position regarding the content of the communication; therefore the use of letterhead and stationary shall be limited to official documents only. The use of the City’s logo or Corporate Seal, current or past, shall also be limited to official purposes as well.

E. The personal use of the City’s facsimile by employees is also forbidden unless the permission of the employee’s supervisor is obtained in advance. If such permission is granted, the employee must reimburse the City for any and all costs associated with sending or receiving a fax. In any event, the use of a City fax machine for personal use shall be kept to an absolute minimum, and only when its use shall cause the avoidance of time off for the employee to attend to his or her personal matters.

 F. The personal use of the City’s copying machines by employees is forbidden.

 G. The personal use of the City’s hand tools or other supplies is forbidden.

H. The guidelines contained in this policy shall be applied to any other City equipment or tools not specifically mentioned above. Employees should direct any question in this matter to their supervisor. The final interpretation of this policy shall be the responsibility of the City Manager.

Approved by:

 Tom Carroll, City Manager

Effective Date: September 17, 2009

Amended: July 1, 2013

1918977.2