



| | | | |
|-------------------------------------|--------------|-----------------------|--|
| USE OF TOWN EQUIPMENT POLICY | | | |
| ISSUE DATE: | OCTOBER 2021 | REVISION DATE: | |

I. PURPOSE

The purpose of this policy is to provide its employees, during their employment, and officials with access to and the use of Town property for the purpose of conducting business for the Town. This policy shall communicate the expectations regarding the use of Town vehicles, equipment, supplies and other town property.

II. POLICY

The Town of Palmer Lake provides any supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their job. These items are to be used solely for Town related business. The Town expects that employees and volunteers will not:

- Obtain, use, or divert Town of Palmer Lake property, including records, for personal use and/or benefit.
- Materially alter or destroy Town property or records without proper authorization.
- Borrow or use Town property, unless for Town work-related use. Any removal of Town property for personal non-work-related use is not allowed.

Employees are expected to exercise care in the use of Town equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Town property should be reported to supervisors immediately. Negligence in the care and use of Town property may result in disciplinary action, up to and including termination.

a. Telephone/Cell Phone Use

Because a large part of the Town’s business is conducted over the phone, it is essential to project a professional telephone manner at all times. The Town realizes that there are times when an employee may need to use the telephone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls.

b. Computer Equipment

The use of Town computers and software is limited solely to the appropriate business use. Employees are not allowed to use the computer system for their personal benefit and are strictly forbidden from installing software on the system. Further, this policy reaffirms that Town **employees have no reasonable expectation of privacy with respect to any computer hardware or storage**, whether employees have private access or an entry code into the computer system. The Town reserves the right to monitor the use of its computer system.

NOTE: All Town computer equipment, the browser setting should be enabled as “Ask where to save each file before downloading” to alert the user in prevention of malware attack.

c. Vehicle Use

Town vehicles may only be used for authorized Town business. Employees who drive Town vehicles must have a current valid driver's license with the necessary endorsements (for CDL operators). A guest passenger is not allowed to ride in a town vehicle without authorization from a Department Supervisor.

Only employees with an unrestricted, current driver's license and who have adequate insurance coverage of the state minimum 300/100 may operate a personal vehicle to conduct Town business.

It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on Town business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.

Any employee operating a Town vehicle must do so in a safe manner. Operating a Town vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including discharge. The Town has the right to search any Town vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to Town vehicles.

Note addendum: Distracted Driving Policy.

d. Town Keys

The Town Clerk, department supervisor, or designee, will distribute town keys. All elected and appointed officials who are eligible to receive a key will sign for a key and agree to not loan out the key. If a town employee or incumbent resigns or is not re-elected, all keys must be returned to the Clerk on the effective date of such action. All lost, missing, or stolen keys must be reported to the Town immediately.

The following actions are in violation of this policy:

- Loaning keys without authorization
- Duplication of keys
- Altering of keys, locks, or mechanisms
- Propping of doors
- Admitting unauthorized persons into building
- Failure to return a key when requested

e. Return of Equipment

Upon separation of employment, employees must return all Town property, uniforms, equipment, work product and documents in his/her possession or control.

- f.** If the employee loses, breaks, or causes damage to Town equipment, the employee will be responsible for a portion of the replacement cost not to exceed what is allowed under FLSA standards.