

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 32-2023

**A RESOLUTION TO AMEND THE USE OF TOWN EQUIPMENT POLICY
TO INCLUDE SEATBELT LANGUAGE FOR THE
TOWN OF PALMER LAKE, COLORADO**

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Board adopted the Use of Town Equipment policy in 2021; and

WHEREAS, an occasional amendment is required to meet standards for employee safety; and

WHEREAS, it is necessary to include language to obey traffic laws and wearing a seat belt.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:

1. The Town Board of Trustees hereby amends the Use of Town Equipment policy as presented to include minor edits and additional language to wear seat belt at all times, attached here.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF APRIL 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO



Dawn A. Collins
Town Administrator/Clerk

BY: 

Grant Havenar
Mayor



USE OF TOWN EQUIPMENT POLICY

ISSUE DATE:

OCTOBER 2021

REVISION DATE:

APRIL 2023

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 always project a professional telephone manner. 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.

While driving a Town vehicle or driving your own vehicle for business purposes, always obey all traffic laws and signs; wear your seat belt at all times; do not drive over the posted speed limits; and NEVER text and drive.

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.