



1412 – USE OF CITY PROPERTY AND EQUIPMENT

In keeping with the City of Newport News' vision for the responsible stewardship of resources, the purpose of this policy is to establish guidelines for the proper use and maintenance of City property and equipment, ensuring that all is kept in the best possible working condition.

"Property and equipment," as used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of the City or any person acting as its agent.

I. GENERAL GUIDELINES

All employees are required to maintain their work environment in an orderly fashion and follow all City and departmental rules to ensure its proper use and maintenance. Employees are required to refrain from the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned by the City to the detriment, or potential detriment, of the City. This also includes incurring unnecessary costs due to a pattern of inefficient or ineffective practices, systems, or controls.

Employees may not borrow or use City property or equipment in any way for personal use or gain. This includes that property or equipment which is designated as "junk" or surplus to the needs of the City.

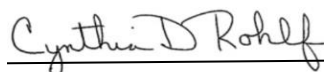
City employees shall receive training on the appropriate use and handling of property and equipment issued for the purposes of performing their assigned functions. Employees who have been properly advised are prohibited from improper use or abuse of City property and equipment. This includes the use of property or equipment in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment or misuse of resources owned by the City; or extravagant or excessive use so as to abuse the employee's position or authority.

When an investigation determines that an employee's negligence or misuse of property and equipment causes theft, loss or damages to the property or equipment, the City reserves the right to require the employee to pay reasonable costs to repair or replace the property or equipment. Any employee who is found to have misappropriated, or intentionally neglected or misused City property or equipment, will be subject to disciplinary action up to and including termination in accordance with Section 1000 of the Personnel Administrative Manual. In addition, in certain circumstances the misappropriation of City property or equipment may constitute grounds for possible criminal action.

Department heads should be aware of areas that are vulnerable to misuse, abuse or waste and should take steps to minimize exposures in those areas.

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Approved:



City Manager