

Policy Summary:

As a public employer and as public employees who are entrusted with the responsibility of administering public funds efficiently, the City of Waco and its employees must ensure that City property, equipment and facilities are utilized for the sole purpose of providing services to the citizens of Waco.

This Policy establishes uniform guidelines for the use and accountability of City-owned property and resources in all departments.

I. POLICY

- A. As a public employer and as public employees who are entrusted with the responsibility of administering public funds efficiently, the City of Waco and its employees must ensure that City property, equipment and facilities are utilized for the sole purpose of providing services to the citizens of Waco.
- B. The use of any City property, equipment, or facility for personal gain is strictly forbidden and any such action could result in immediate termination.

II. PROCEDURES

- A. All departments will ensure that supplies and inventories including concession items, all City property, equipment and facilities under their control are properly inventoried and maintained and their use is restricted to authorized City business.
- B. Issuance of safety equipment, tools, rain suits, rubber boots and other items to a specific individual should be documented on an appropriate form whereby the employee can acknowledge receipt by his/her signature. Such form should contain a statement notifying the employee of his/her responsibilities for the care and safekeeping of the items so issued. Loss or damage to any equipment should be reported to his/her supervisor as soon as possible. So that replacement can be made or other appropriate action taken.
- C. To the extent feasible, valuable materials and equipment shall be secured at the end of each working day.
- D. All equipment and property assigned to an employee must be returned at the time of employment termination. Failure to return any equipment or property will result in the replacement cost of the missing items being deducted from the employee's final paycheck.
- E. Department directors, managers, and supervisors will take appropriate action to insure that each employee is informed of these guidelines.

Approved: JNH:

