



CITY POLICY REGARDING THE USE OF CITY OWNED EQUIPMENT

PERSONAL OR PRIVATE USE OF CITY EQUIPMENT AWAY FROM CITY PROPERTY PROHIBITED.

No City of Turlock employee shall take, transport, use, approve, cause, or assist in the taking, transporting or use of City equipment away from City real property or facilities with the intention of using equipment for personal or private purposes(s). The City Manager by written approval may allow the use of City equipment away from City property when there is a discernible public interest.

PERSONAL OR PRIVATE USE OF CITY EQUIPMENT ON PROPERTY DURING NON-WORKING HOURS FOR PERSONAL USE (Lunch break, before work, after work, only)

1. The following City-owned equipment may be used with the permission of an immediate supervisor or Department head and determined by departmental policy. Personal use of all other City equipment is prohibited.

EQUIPMENT USE PERMITTED;

Standard personal computers, copy machines, telefax, adding machines and telephones.

- (A) Costs incurred to the city in printing computer generated 8 ½" x 11" or 8 ½" x 14" reports shall be paid to the City. A standard fee of \$.10 per page shall be used. (Specialized programs which create other than standard 8 ½" x 11" or 8 ½" x 14" reports shall not be allowed).
- (B) Photo copies - \$.10 per page
- (C) Fax transmittals - \$.50 per page (sending or receiving).
- (D) Personal phone calls – Personal phone calls are discouraged; however when they are made, they should be kept to a minimum in number and of limited duration.
 - (1) Personal long distance calls charged to the City are forbidden.
 - (2) Personal long distance calls must be charged to the employee's home phone when made.
- (E) Use of Mobile phones is permitted for making personal calls to one's home and/or work place during extended emergencies when it is imperative that such calls be made and there are no hard line phones available.
- (F) Safety City Vehicle Policy:

It shall be the policy of the Police and Fire Departments and the City of Turlock, subject to the approval of the City Manager, to assign City vehicles to employees who are on-call and must respond to emergency conditions directly related to the employee's job assignment, or who, in the opinion of the City Manager, must have assigned vehicle.

There are three types of assigned vehicles: Permanently assigned, assigned during work hours and temporary short-term use. An assignment of a City-owned vehicle must be approved by the Department Head and the City Manager.

PERMANENT ASSIGNMENT

General criteria to be considered when assigning vehicles on a permanent basis will be: vehicle use is required for other than normal duty hours by employees; required to respond to emergencies or conduct City business during other than normal business hours on a regular basis.

An employee of the city assigned and authorized a permanently assigned vehicle shall confine it strictly to the use of the performance of City business, exceptions:

Vehicles assigned to the employees may, during the course of regular work day or during on-call periods, for emergency response and where they are required to be in constant contact with central dispatch for the well being of the employee, best interest of the City, for the welfare of the citizens, and because of events, time schedules, loss of time from work, or a delayed response time to an emergency, require the City vehicle for personal use. Personal use should be kept to a minimum.

DEPARTMENT VEHICLE ASSIGNED DURING WORK HOURS ONLY

An employee of the city assigned and authorized to use a Department vehicle on a regular basis shall use the vehicle for City business. Vehicles assigned to the employee who must maintain contact and are subject to emergency call-out duty hours shall not be subject to limitations of personal use for lunch and coffee breaks, but shall try to limit their use of the vehicle for personal use.

TEMPORARY OR SHORT TERM USE VEHICLE

Any employee assigned to the use of a City vehicle, whether permanent or temporary, shall be responsible for the following:

1. Locking and securing the vehicle when it is not in use.
2. Parking the vehicle in a safe and secure manner.
3. Allowing only those drivers authorized by the City to drive the vehicle.
4. Maintain and carry their valid California Drivers License with them.
5. Report immediately any mechanical failures or malfunctions to the vehicle maintenance shop.
6. Delivering the vehicle to the vehicle maintenance shop as directed for preventative maintenance.
7. Immediately report any collisions, theft or damage to the Department Head.
8. Have seat belts in use while vehicle is in motion, including passengers and driver.
9. Schedule maintenance as prescribed by maintenance shop.
10. Obey California Vehicle Code.

PASSENGERS IN CITY VEHICLES

Passengers in City vehicles shall be closely scrutinized and shall meet the following criteria:

1. Passengers who meet Department policy for ride along.
2. Passengers who are given rides from a scene or incident to safe destination.
3. Persons who have been arrested or taken protective custody.
4. Citizens who are assisting in an emergency or who are transported for investigative purposes or as a witness.
5. Citizens who identify suspects.
6. Citizens given rides to court.
7. Other City employees.
8. Other Criminal Justice, Law Enforcement, or fire suppression personnel.
9. Private persons who are conducting business with the City.
10. Other citizens as may be required for the good of the City or for the employee to fulfill requirements of the job.

Failure to abide by these rules shall be cause for discipline such can include written reprimands, suspension, demotion, salary reduction or termination.

SIGNATURE BELOW REFLECTS THE FACT THAT I HAVE READ THESE RULES AND UNDERSTAND THE CONSEQUENCES IF I SHOULD FAIL TO ABIDE BY THEM.

Employee's Signature

Date

Employee's Signature

Date