



Department Administration	Policy No. AD 055	Page 1 of 1
Policy Title PERSONAL USE OF COUNTY PROPERTY		

Council Resolution No. 567-97 Date: December 19, 1997	GMCS <i>[Signature]</i>	<i>[Signature]</i>	Cross Reference AD 021	Effective December 19, 1997
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PURPOSE

To establish the guidelines for employee use of County facilities, tools, equipment and materials.

POLICY

The use of County owned facilities, equipment, tools and materials by employees for personal use is prohibited unless written authorization is provided by the appropriate department manager prior to use.

Use of facilities, equipment and tools includes but is not limited to:

1. storing, maintaining, repairing and washing of private vehicles in County buildings or on County property.
2. use of loaders, graders, trucks, trailers, photocopiers, faxes, etc.
3. borrowing/using hand tools such as wrenches, chain saws, weed eaters, augers, etc.
4. use of any equipment and materials that were purchased by the County for County use.

Violation of this policy may result in action being taken pursuant to Discipline, Suspension and Dismissal of Staff Policy AD 021.

This policy does not apply where any applicable rental or user fee is charged to the employee.