



City Manager's Approval: _____

THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

DAMAGED OR LOST CITY EQUIPMENT/PROPERTY POLICY

I. PURPOSE

To ensure proper care and accountability in handling City of Pomona equipment and property.

II. APPLICABILITY

This Policy applies to all full-time, hourly/part-time City employees, and volunteers.

III. POLICY

Employees or volunteers who are issued City equipment and/or property shall be responsible for the safekeeping, serviceable condition, proper care, use and obtaining a replacement of City property assigned or entrusted to them.

City equipment and/or property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was assigned, except when otherwise directed by appropriate supervisor or required by exigent circumstances.

Damaged or unserviceable City equipment and/or property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority. In the event that any City equipment and/or property become damaged or unserviceable, no employee shall attempt to repair the equipment and/or property without prior approval of a supervisor (unless it is part of his/her job).

An employee's intentional or negligent abuse or misuse of City equipment and/or property may lead to appropriate disciplinary action which may include, but may not be limited to, a verbal counseling, verbal reprimand, written reprimand, suspension, demotion, or termination of employment. An employee may voluntarily reimburse the City for the loss, which may be considered a mitigating factor in determining the level of discipline.

DAMAGED OR LOST CITY EQUIPMENT/PROPERTY POLICY (Continued)

IV. DEFINITION OF TERMS

"City equipment and/or property" includes, but is not limited to: City pagers, security access cards, lap top computers, cellular phones, cameras, keys, tools, uniforms, vehicles, capital equipment used in the regular course of employment such as lawn mowers, large power tools, back hoes, etc.

"Negligence" is defined as the damage or loss of City equipment and/or property due to the employee's dishonesty, willful misconduct, or gross negligence.

"Employee or Volunteer" is defined as any person holding a regularly compensated position with the City of Pomona, including regular full-time, part-time, temporary, seasonal, or any other classification of employee, or an individual volunteering to work for the City in any capacity.

V. PROCEDURE

- A. Damaged or Lost City Equipment/Property Policy - Upon hire, the Human Resources Department will provide a copy of the "Damaged or Lost City Equipment/Property Policy" to the employee or volunteer. The employee/volunteer must acknowledge receipt of the Policy.
- B. City Property Record Form – The "City Property Record Form" (attached) must be completed whenever equipment is issued to, or turned in, by an employee or volunteer.

For Commercial Driver's Licenses Holders: Employees who are already required to complete and submit records in accordance with Federal and State law do not need to track and complete the vehicle portion of the City Property Record Form; however, a City Property Record Form must be completed for any other type of equipment issued to the employee or volunteer.

1. A list of equipment/property report shall be signed by both the supervisor/designee and the employee and a copy shall be retained in the employee's departmental file.
2. The Property Record Form shall be updated whenever additional equipment is issued or returned and properly initialed and dated by employee/volunteer.
3. Upon separation or transfer of an employee/volunteer, the supervisor shall collect all City equipment/property assigned to the employee/volunteer. Update and submit to the Human Resources Department.
4. The Human Resources Department will verify the completed City Equipment and

DAMAGED OR LOST CITY EQUIPMENT/PROPERTY POLICY (Continued)

Property Record form to ensure that all City equipment and/or property has been returned by the employee/volunteer before a final check is released.

- C. Employees shall promptly report to their supervisor, any loss, damage to, or unserviceable condition of any Department issue equipment and/or property assigned for their use.
- D. The use of damaged or unserviceable Department equipment and/or property should be discontinued as soon as practical and replaced with comparable, serviceable Department equipment and/or property as soon as available and following notification of the employee's supervisor.
 - 1. Old Cellular Telephone Equipment must be turned in to the Public Works Department before any replacement phone will be deployed. This equipment would include holsters, home chargers, vehicle power chargers, spare batteries, and any equipment that was issued for use with the older phones.
- E. Damaged or Lost Property Report - When City equipment and/or property is reported to be damaged or lost according to this Policy, a "Damaged or Lost Property Report" (attached) must be completed by the supervisor and:
 - 1. A thorough investigation will be conducted by the supervisor/designee regarding the loss/damage.
 - 2. The City may impose appropriate disciplinary action, if an employee is found to be negligent. Disciplinary action may include, but may not be limited to, a verbal counseling, verbal reprimand, written reprimand, suspension, demotion, or termination of employment.
 - 3. Any sworn employee of the Police Department who is covered under the Public Safety Officers' Procedural Bill of Rights Act (Gov't Code 3300 et. seq.) whom the City seeks to discipline pursuant to this Policy will be afforded all of his or her rights secured by the Act.
 - 4. If the actions of the employee result in disciplinary action, any mitigating circumstances may be considered in the course of due process.

VI. ACTION

This Policy is effective this date.

CITY OF POMONA

DAMAGED OR LOST CITY EQUIPMENT/PROPERTY REPORT

This is to certify that _____ (supervisor's name) has thoroughly investigated the report of damaged or lost City equipment and/or property reported by _____ (employee's name) on _____ (date) at _____ a.m./p.m.

The following records the specific facts that the above-named employee reported:

After a thorough investigation of the reported facts, it has been determined that:

- The employee **IS NOT** responsible for the damaged or lost City equipment/property.
- The employee **IS** responsible for the damage or loss of City equipment/ property. The following appropriate disciplinary action has been recommended _____ (attach original disciplinary action).

Comments:

Supervisor's Signature

Date

FOR FINANCE USE ONLY

City Equipment Damaged or Lost

Replacement Cost

- City has been reimbursed on _____
- Cost has not been reimbursed, small claim _____ Date: _____

Collection Agent's Signature: