Countywide Administrative Procedures Manual

Regulation Number: AP-70 Effective Date: 07/21/03

Review Date: 07/01/06 Revised Date: 5/13/04

EMPLOYEE USE OF ALACHUA COUNTY EQUIPMENT POLICY

Purpose:

- To establish security of, and accountability for, Alachua County property when utilized by employees when on travel status, when providing training or demonstrations at meetings and seminars or whenever said property is in the exclusive care, custody and control of the employee.

Policy:

DEFINITION OF COUNTY EQUIPMENT:

- County equipment is defined as, but may not be limited to, pagers, cellular telephones, audiovisual equipment, electronic equipment, vehicles, tools and maintenance equipment or any other County equipment that may be utilized in the performance of an individual's course of employment.

RESPONSIBILITIES:

- It is the responsibility of every employee, who utilizes County equipment, to safeguard said equipment against loss, damage, vandalism or theft while said equipment is in their care, custody or control. County Property is not to be used for personal gain.

- County equipment is not to be loaned to or operated by any non-County agency or person without direct supervision of said equipment by the County employee responsible for the equipment. Loaned equipment to County Departments or County employees, outside their respective Departments, must have prior approval from the owning Department's Director.

LOST, DAMAGED, VANDALIZED OR THEFT OF COUNTY EQUIPMENT:

- Any County equipment that is lost, damaged, vandalized or stolen must be immediately reported to the respective supervisor and any vandalized or stolen equipment must also be reported to the appropriate law enforcement agency and a

written report obtained. A copy of the law enforcement report along with the Alachua County Supervisor's Incident/Accident Report will then be processed in accordance with the Alachua County Claims Review Committee Policies and Procedures.

DISCIPLINARY ACTION:

- Employees found to be in violation of this policy may be subject to disciplinary action in accordance with Employee Policies, Section 9, Discipline and Appeal, for Personnel Regulations, Chapter XIX.

Approved by Randall H. Reid, County Manager May 13, 2004