

City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	EQUIPMENT RESPONSIBILITY	
Approved:	<i>[Signature]</i> Manager of Public Works	
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GENERAL

This policy supersedes and replaces Public Works Department Policy A-008, Equipment Responsibility, issued on January 28, 2000.

PURPOSE

The City has made a substantial investment in the tools and equipment which employees of this Department use to do their assigned duties. The value of equipment assigned to employees significantly increases each year. In addition, many items are difficult to repair or replace which increases down time and reduces productivity. For these reasons, the following policies outlining the employee's responsibility for the care and maintenance of assigned equipment have been developed.

POLICY

1. Employees are responsible for the proper care and maintenance of equipment. Such equipment includes but is not limited to: hand tools, City vehicles, radios, pagers, cell phones, handheld ticket writers, personal computers, laptop computers, PDAs, cameras, heavy equipment, and printers.
2. If a piece of equipment is lost, stolen, or damaged, and it is determined that the employee was negligent in their handling of this equipment, disciplinary action may result.
3. When an employee separates, assigned equipment must be turned in to supervisor; if not Public Works Human Resources shall be notified to place a hold on the employee's final paycheck.

PROCEDURE

Responsibilities for proper care and maintenance include:

1. Following established check-in/check-out procedures.
2. Using equipment only for its intended purpose.
3. Protecting equipment from loss or damage.
4. Following established procedures for maintenance and use.
5. Immediately reporting problems or malfunctions to management.

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