

USE OF CITY EQUIPMENT AND FACILITIES

Revised July 2005

SECTION: 36

A. EQUIPMENT USE

No tools, supplies, or equipment of Tooele City shall be used by an employee or official for private or personal purposes at any time unless specifically stated in this Section. This provision prohibits the use of the City shop, the tools or equipment contained therein, and the tools and equipment on any City vehicle, including those used for 24-hour emergency duty.

B. CITY FACILITIES ADMISSION

Full-time regular employees, their legal spouse, and their dependent children age 19 or younger, receive free admission to any City recreation facility.

C. CITY VEHICLES

1. Personal Use of City Vehicles - Personal use is a privilege extended only to the authorized employees and such privileges may be revoked at any time. Personal use of City vehicles is as follows:

- a. Sworn police officers are allowed to use police vehicles for personal use as defined by the Police Department Policies & Procedures Manual. Such use is granted to benefit the community by providing visibility and police response throughout the City; and
- b. Other City employees may be authorized to use City vehicles for transportation to and from their place of residence and their work place and if authorized by their department head. Such authorization shall be based on:
 - (1) The need to serve as part of the minimum staffing required for Afirst response@ to problems within their area of employment, which if not responded to in a timely manner, could cause serious operational problems, health, and/or safety hazards, and/or extensive property damage requiring immediate attention; or
 - (2) The requirement to respond on a frequent basis to after hour services and are subject to being called-out.

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2. Rules Regarding Personal Use - Any exceptions to the following rules require advanced approval, in writing, by the department head and Mayor:
 - a. Employees may only drive vehicles to their residence if it is within the Tooele Valley area.
 - b. Only authorized employee=s may operate or be allowed in City vehicles, except for circumstances within the course of employment and directly related to job responsibilities. Sworn police officers may, however, allow others in their vehicle as specified in the Police Department Policies & Procedures.
 - c. Employees who operate a City vehicle must possess a valid Utah Driver=s License.
 - d. The entity vehicle may not be used for personal use. Sworn police officers, however, may use their vehicle for personal use as defined in the Police Department Policies & Procedures.
 - e. All Personnel Policies & Procedures must be followed while in a City vehicle, whether on or off duty. Such policies include, but are not limited to Drug Free Workplace, Seatbelt, etc.
 - f. Driver and all passengers must wear available personal restraints.
 - g. Any accident must be immediately reported to the police and the employee=s department head.
 - h. Employees shall have no expectation of privacy in City vehicles. They are City property and may be searched by the City at any time.