

## Use of City Equipment

(a) Use of city phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other city equipment, including vehicles, should be used by employees for city business only. An employees' misuse of city services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

(b) Generally, only city Employees, members of the governing board, members of boards and committees appointed by the mayor or board engaged in the transportation of city personnel and/or material and supplies used to carry out the functions and operations of the departments of the city, and for which the immediate use of a vehicle is actually necessary or convenient, shall drive or ride in city-owned vehicles. However, the following are exceptions to this general policy:

(c) In emergencies where the city employee has a reasonable belief, based on a totality of circumstances, that the life, safety, health, or physical welfare of a citizen would be immediately threatened without the security and/or transportation the city-owned vehicle could provide him or her. Examples of such emergencies include, but are not limited to accidents involving personal injury, acute illness, and actual and potential victims of crime and violence.

(d) In motorist passenger assistance where there is no immediate emergency, but under a totality of circumstances, the city employee has a reasonable belief that the failure to transport the motorist and/or passengers in a city-owned vehicle could result in such person being left in real or potentially real danger, or would result in extreme inconvenience to them. The use of a city-owned vehicle in such case shall be limited to transporting motorists and their passengers only to those places where they are reasonably safe, and have a reasonable opportunity to obtain continued help without further conveyance in a city owned vehicle.

(e) When it is necessary for reasons of inclement weather, late hour, lack of transportation, or other reasonable cause, to transport non-city personnel to and from city-owned property, and to repair, supply and similar facilities, so that such personnel can install, repair or maintain city equipment essential to the continuation or restoration of public services essential to the safety, health, and welfare of the citizens of the city.

(f) In the transportation of federal, state, and local officers and employees, and the news media, private consultants, businesspersons, and other private persons visiting the city for the purpose of directly analyzing, reviewing, supporting, assisting or promoting the city's functions and operations.

(g) When the vehicle is being driven to or picked up from private maintenance or repair facilities, and while it is being "road-tested" while in the possession of such facilities.

(h) City employees who are assigned, and required to drive home, city vehicles, are permitted to carry as passengers members of their households, and those non-members of their households listed in subsection (b) below, to the following destinations when the city employee has no other reasonably convenient means to transporting those persons:

(i) Members of the household

(j) To and from baby sitters, child care center, resident and businesses of family members, friends and neighbors, or other reasonable destination where the safety, security, comfort and well-being of the city employee's household members will be

secured or promoted, when the city employee is required to respond to a call to perform legitimate and necessary city business.

(k) Non Members of household

(l) Babysitters, family members, friends and neighbors, to the city employee's household or any other reasonable location of a member of members of his household, when the purpose of the transportation of such person is to permit them to watch over the safety, security, comfort and well being of the city employee's household members, when the city employee is required to respond to a call to perform legitimate and necessary city business.

(m) Among the circumstances city employees shall consider in determining whether to transport a private person in a non emergency city owned vehicle under the emergency and motorist/passenger assistance exceptions are whether a more appropriate vehicle manned by trained police or other police or other emergency personnel is reasonably available. Medically untrained city employees should not generally undertake the transportation of person with severe injuries and illness.

(n) Travel a reasonable distance outside the city limits by city employees under the exceptions to the policy prohibiting them from transporting non-city employees in city owned vehicles is authorized. Reports of such travel shall be made to the employee's department head the first working day following such travel. The report shall include the purpose, duration and distance of the travel outside the city, and any other information the department head requires making a determination that the travel conformed to this policy. The department head shall keep a permanent record of such reports.

(o) Non-emergency city vehicles shall obey all traffic laws under this general policy and its exceptions.

(p) Employees are prohibited from using city owned vehicles for personal use, except as provided above. Vehicles may be used for meal and break stops taken in the course of employment or on the way to and from home that does not materially increase the number of miles a vehicle is driven.

(q) The following employees are required to take their assigned vehicles home so that they may be available for immediate emergency response and communication:

- Fire Chief
- Police Chief
- Assistant Police Chief
- On Call Detectives
- Public Works Director
- Wastewater Supervisor
- Water Supervisor
- Gas Supervisor