



LAC LA BICHE COUNTY PROCEDURE

TITLE: County Owned Property Use Standard Operating Procedure PROCEDURE NO: CS-03-015-14

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-015 AMENDMENT DATE:

1.0 General Guidelines

County provided equipment is intended for its assigned business purposes only, and is intended exclusively for use in the performance of County business.

The organization strictly prohibits the use of County provided equipment for conducting unapproved business for any alternate sources of employment, compensated or otherwise, or for any home-based business at any time.

In the event that an employee is found to be in breach of this policy, he/she will be subject to disciplinary action up to, and including termination of employment, and may be subject to legal action.

In the event that files belonging to other companies, or containing work for other companies are discovered on County owned computers, the County shall inform the relevant parties that their files are currently located on our computers.

2.0 Acceptable Use

County owned materials and property are intended only for their approved and necessary use. Abuse of materials and property will not be tolerated, and may be subject to disciplinary action up to and including termination of employment. In the event that any County owned materials or property are lost or stolen, employees are required to report the loss / incident to their immediate supervisor as soon as possible, and will be required to participate in any investigations that are deemed necessary.

3.0 Responsibilities

3.1 Maintenance

It is the responsibility of the employee in possession of County owned property to ensure that the property/material(s) are adequately maintained.

In the event that damage to the property/material(s) occurs, the employee should report it to their immediate supervisor as soon as possible, and describe the extent of the damage, and whether or not it is still a viable piece of equipment.

Damaged property /material(s) should be returned to their immediate supervisor for assessment and repair or warranty service.

In the event that County owned property /material(s) are damaged, lost or stolen and the damage, loss or theft is found to have been caused by negligence or misuse, the employee that was loaned the property /material(s) may be responsible for the payment of repairs or replacement of the property /material(s).

3.2 Security

Employees who use County owned property are required to ensure that it is safe-guarded against theft and/or loss.

County owned property, equipment and materials are intended only for use by employees.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date