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|  | CITY OF DECATUR PERSONNEL POLICY | | |
| Chapter 05 | Conduct | | |
| Section 16 | City Property and Equipment Use | | |
| Revised By: | Nate Mara, City Manager | Revised Date: | December 22, 2025 |
| Approved By: | Nate Mara, City Manager | Effective Date: | January 1, 2026 |

05.16 - City Property and Equipment Use

The City attempts to provide employees with adequate tools, equipment, vehicles and facilities for the job being performed, and the City requires all employees to observe safe work practices and lawful, careful and courteous operation of vehicles and equipment.

Any City-provided safety equipment must be used at all times.

From time to time, the City may issue various equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, uniforms, cell phones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. At the time of issuance, employees may be required to sign certain forms or other documentation evidencing their receipt of property and/or equipment and authorizing a payroll deduction for the cost of lost, damaged, or unreturned items. In addition to payroll deductions, the City may take any other action it deems appropriate or necessary to recover and/or protect its property.

Employees must notify their supervisor immediately if any vehicle, equipment, machinery, tools, etc. appears to be damaged or defective, or are in need of repair. The appropriate supervisor can answer questions about an employee’s responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment will likely result in disciplinary action.

- A. **Personal Use Prohibited.** City property, materials, supplies, tools, equipment or vehicles may not be removed from the premises or used for personal business without prior written approval by the City Manager, or the Department Director.

- B. **Tobacco Use Prohibited.** The use of all tobacco products of any kind, including smokeless electronic cigarettes is prohibited at any time in City buildings and other facilities, in City vehicles, while using City equipment, and as otherwise directed. Employees are welcome to smoke on their rest breaks outside of the building in designated smoking areas. Smoke breaks which are excessive in frequency or length will be treated as an attendance issue.

C. Take Home Vehicles.

- a. A City vehicle may be assigned to a position or employee when it is more economical than payment of a car allowance or mileage reimbursement.
- b. To be eligible for assignment of a take-home vehicle, an employee must be subject to emergency call back during off duty hours to locations other than the employee's normal workstation.
- c. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City vehicle is not to be used for personal business such as going to the bank, grocery store, etc. without prior written approval of the City Manager or Department Director.
- d. No alcoholic beverages or smoking is allowed in City vehicles.
- e. No passengers may be transported in take-home vehicles except as required by official duties.
- f. An employee assigned a take-home car may incur additional income-tax withholding. An exception to this policy includes contract employees, Fire and Police personnel serving the community in an on-call status.

D. Use of City Vehicles.

- a. City-owned or leased vehicles may be used only for official City business.
- b. City owned or leased vehicles may only be driven by authorized City employees.
- c. If an employee drives a personal vehicle, or a City-owned, rented or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:
 - 1. Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
 - 2. Always observe all posted laws and speed limits.
 - 3. Always wear seat belts when the vehicle is in operation.
 - 4. No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Director.
 - 5. No personal use of City-provided vehicles is allowed without the prior, specific approval of the Department Director.
 - 6. All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor.

7. Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
8. All drivers must be eligible for coverage under the City's insurance policy.
9. Drivers covered by Department of Transportation (DOT) regulations must comply with the DOT regulations at all times.
10. **AT NO TIME MAY AN EMPLOYEE UNDER THE INFLUENCE OF ALCOHOL OR UNDER THE INFLUENCE OF ILLEGAL DRUGS DRIVE WHILE CONDUCTING CITY BUSINESS.**

d. EMPLOYEES INVOLVED IN AN ACCIDENT ON CITY BUSINESS, MUST IMMEDIATELY NOTIFY THE PROPER LAW ENFORCEMENT AGENCY (IF APPLICABLE) AND THE APPROPRIATE SUPERVISOR, DEPARTMENT DIRECTOR, AND HUMAN RESOURCES. ACCIDENT REPORTS, ALONG WITH ANY LAW ENFORCEMENT REPORT, MUST BE FILED BY THE EMPLOYEE WITH THE DEPARTMENT DIRECTOR AND THE DIRECTOR OF HUMAN RESOURCES. THE EMPLOYEE OPERATING THE VEHICLE OR OTHER CITY-OWNED PROPERTY THAT IS INVOLVED IN AN ACCIDENT MUST IMMEDIATELY SUBMIT TO A CITY ALCOHOL AND DRUG SCREEN.

e. The City may, at any time, check the driving record of a City employee who drives as part of their job duties to determine that the necessary qualifications are maintained as a City driver. Employees must cooperate in giving the City whatever authorization is required for this purpose.

The above is not a complete and exhaustive list of vehicle use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of a vehicle, may result in loss of driving privilege or disciplinary action. The City requires that a drug and alcohol screen be performed at any time that a City employee is involved in an accident while operating City-owned equipment or operating a motor vehicle while on City business.

E. Personal Property.

- a. All employees shall be solely responsible for their personal property at all times.
- b. The City is not responsible for any employee property that is lost or stolen while on City property.