

RESOLUTION NO. 19-32

A RESOLUTION OF THE DRAPER CITY COUNCIL IMPLEMENTING SECTION 6140 – INCIDENTAL USE OF PUBLIC PROPERTY, OF THE PERSONNEL POLICY MANUAL.

WHEREAS, The City Council, from time to time, reviews and adopts policies and procedures to assist in the efficient utilization of scarce City resources and the fair and uniform application of requirements and benefits to City employees; and

WHEREAS, The City Council has reviewed the proposed amendment to the Personnel Policy Manual and has determined to implement Section 6140; and

WHEREAS, The City Council believes this change to the Personnel Policy Manual is in the best interest of the employees of Draper City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

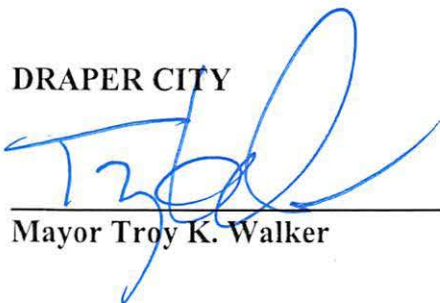
Section 1. Amendment. The Draper City Council does hereby approve the amendment to the Personnel Policy to implement Section 6140 as attached hereto as Exhibit “A”.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS THE 11th DAY OF JUNE, 2019.



DRAPER CITY


Mayor Troy K. Walker

ATTEST:



Laura Oscarson, City Recorder

VOTE TAKEN:

YES

NO

Councilmember Green

✓

Councilmember Lowery

✓

Councilmember Summerhays

absent

Councilmember Vawdrey

✓

Councilmember Weeks

absent

Mayor Walker

EXHIBIT "A"

Section 6140 – Incidental Use of Public Property

City employees are sometimes required to possess or use the City's personal property ("public property"). State statute criminalizes personal appropriation of public property unless the personal use is incidental or if the city has a policy in place that permits such personal use. This policy permits and sets limits on incidental use of City-issued, public property.

1. Incidental use. Employees may use City-issued, public property for incidental, personal use as long as such incidental, personal use does not interfere with the employee's job performance, substantially diminish the value of the public property or incur costs to the city, and is not prohibited by law or policy.
2. Exclusions. Department heads may discretionarily implement exclusions to Guideline 1 above. Such exclusions shall be written and distributed to each existing employee at the time of implementation and to each new employee upon receipt of the excluded public property item.
3. Employees' Responsibilities.
 - A) Employees are expected to reasonably care for public property, which includes, but is not limited to:
 - 1) City-issued vehicles;
 - 2) City-issued cellphones;
 - 3) City-issued computers and accessory equipment;
 - 4) City-issued tablets and other electronic devices; and
 - 5) City-issued tools, firearms, and equipment.
 - B) Employees should immediately notify their supervisor if their City-issued, public property is lost, stolen, or damaged.
4. Supervisors' Responsibilities. Supervisors should follow prescribed inventory tracking policies to keep track of City-issued, public property within their department.

Conflicting Policies. If a specific policy conflicts with this general policy, the specific policy guidelines shall be followed.