

CARE AND USE OF COUNTY-OWNED FACILITIES/EQUIPMENT

- AUTHORITY:** Administrative Directive
California Vehicle Code Sections 23123 and 23123.5
- RESCINDS:** Procedure Manual Item 3-1-001, dated 08/01/13
- FORMS:** Special Incident Report (F057-7018)
- PURPOSE:** To assure the proper use and care of County-owned facilities, services, supplies and equipment.

I. GENERAL INFORMATION

- A. Employees are responsible for operating and maintaining County equipment properly and safely. Any employee discovering broken, lost or malfunctioning equipment, services or supplies is responsible for immediately reporting such to the proper authority, usually supervising personnel or the **facilities** management.
- B. The use of County facilities, services, supplies and equipment for personal reasons is prohibited. Employees are not to permit any unauthorized person the use of any county property.
- C. Shared equipment or equipment checked out from a central pool is the responsibility of the employee to whom it is temporarily assigned.
- D. Any and all facilities occupied by departmental staff, including but not limited to offices, parking lots and **facility** staff sleeping quarters, are subject to search, including search by a canine, for the purpose of maintaining work location security and safety.
- E. Under no circumstances is an unsafe vehicle to be used. Cell phone use while driving is prohibited unless there is legitimate business or emergency need. A hands free device must be worn if using a phone while driving. Employees shall not drive a motor vehicle while using an electronic wireless communications device to write, send or read a text-based communication.
- F. Upon completion of the job and/or termination of employment or change of work assignment, the employee is responsible for accounting for and turning in all County supplies and equipment to the immediate supervisor.

II. PROCEDURES

- A. Immediately report damage to equipment or County owned facility, caused by an employee or a ward, on a Special Incident Report (SIR) and forward it according to procedure.

Employees may be held financially responsible for repair or replacement of equipment that is damaged, lost or stolen due to gross negligence. Executive Management (EM) will review each damage or loss report to determine the best course of resolution.

- B. Request permission from the Division Director before checking out the equipment for use that will be a departure from standard procedure. (Example: checking out a vehicle overnight for expediting the next day's scheduled business.)
- C. Obtain permission from the Probation Division Director or Assistant Division Director before sending any County-owned equipment or supplies from the premises for repair or any other purpose.

REFERENCES:

- Procedures: 1-5-101 Vehicle Usage by Probation Employees
- 3-1-016 Area/Room Inspection-Damage Control
- 3-1-303 Special Incident Reports
- 3-2-003 Care and Use of Keys (Juvenile Hall)
- 3-2-304 Fixed/Controlled Asset Inventory Control and
Surplus Property Disposal
- 3-2-307 Maintenance/Work Requests (Juvenile Hall)
- 3-3-304 Maintenance Request at Youth Guidance Center
- 3-4-301 Electronic Maintenance Request Joplin Youth Center

- Policies: C-16 Employee Conduct-On Duty
- G-1 Appropriate Use of Facilities Occupied by Departmental Staff
- G-7 Distribution and Use of County Services, Supplies, and
Equipment
- G-13 Electronic Information Devices
- G-15 County's Information Technology Usage Policy

K. Burnham

APPROVED BY: