

## 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 07/31/15
- 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 **appropriately**, 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. County facilities, services, supplies, and equipment **used** for personal reasons is prohibited. Employees are not to permit any unauthorized person the use 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 facilities occupied by departmental staff, including but not limited to offices, **lockers**, and parking lots, are subject to search, including search by a canine, **to maintain** 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 a 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, 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 a County-owned facility caused by an employee or a **youth** on a Special Incident Report (SIR) and forward it according to the procedure.

Employees may be held financially responsible for the 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 **to expedite** 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
	3-7-001	Facility Searches/Area and Room Inspection-Damage Control
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
	3-13-008	Fixed/Controlled Asset Inventory Control and Surplus Disposal
	3-15-008	Facility Sanitation, Safety, and Maintenance/Work Requests
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

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**APPROVED BY:**