

**Personal Use of City Equipment****1.6.2****PURPOSE**

Virtually all City employees have access to some City-owned equipment that helps them perform their prescribed duties. The purpose of this policy is to define appropriate and inappropriate uses of City-owned equipment. The policy expands on the general discussion of the subject found in the Code of Ethics for Officials and Employees of the City of San Jose, Chapter 1.2.1 of the City Policy Manual.

For the purpose of this policy “City-owned equipment” is defined as any City-owned piece of equipment made available to employees for use in accomplishing assigned tasks. City-owned pieces of equipment include but are not limited to:

- Telephones
- City issued cellular phones
- Pagers
- Computers
- Printers
- Computer hardware/software
- Copiers
- Calculators
- Office equipment
- Furniture
- Office supplies
- Athletic equipment

“For personal use” is defined as any task not related to official City business.

For additional information regarding Internet and computer usage, please see CPM Chapter 1.7.1, Use of Email, Internet Services and Other Electronic Media.

For additional information regarding City vehicle usage, please see CPM Chapter 1.8.1, Use of City and Personal Vehicles.

For additional information regarding use of City issued cellular phones, please see CPM Chapter 1.7.4, Cellular Telephone Policy.

**POLICY****1. General Policy**

It is the policy of the City of San José that use of City equipment, issued or made available to employees is intended solely for use in performance of authorized City tasks and official City purposes only. Use of City equipment for personal use or private business is prohibited and

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violators of this policy will be subject to disciplinary action. Employees who are uncertain whether a specific task constitutes City use or personal use should consult their supervisors or the Office of Employee Relations.

Employees are responsible for exercising due care in securing and maintaining City equipment in their possession. City equipment that is lost or damaged while assigned to an employee must be reported to the employee's department. The employee must write a memorandum that includes the details of the situation or event that resulted in the loss or damage to the assigned equipment.

If City issued equipment is stolen while in the possession of an employee, the employee must file a police report and submit a copy of the report to the department for review. Reports of lost, stolen, or damaged City issued equipment will be reviewed and assessed on a case-by-case basis.

### 2. Exception

City equipment including telephones is provided to employees to aid them in carrying out their official duties. It is recognized that from time to time employees need to make/receive personal calls. (Please refer to CPM Chapter 1.7.4, Cellular Telephone Policy, for information on Cell phone usage.) It is appropriate to use City landline phones for such calls within the following guidelines:

- A. Personal calls may be a distraction from the employee's assigned duties. Accordingly, such calls should be of short duration and infrequent. Supervisors are responsible for ensuring that personal calls do not negatively impact services to the public or departmental operations.
- B. Calls of a personal business nature (e.g. selling goods or services) shall not be made or accepted on City phones.
- C. City telephone numbers should not be listed in want ads, sales offers, bulletin boards, newspapers or any electronic media form in conjunction with personal use and/or personal business.
- D. City telephones should not be used for personal long distance calls. A long distance call is any call that is itemized on the department's monthly bill from the telephone service provider. All such calls should be made collect or billed to the employee's home phone or to a credit card/phone card. Employees are required to pay for any personal long distance/toll calls appearing on the department's monthly bill, and may be subject to disciplinary action.

Approved:

/s/ Alex Gurza  
Director of Employee Relations

1/10/2005  
Date