

Subject: Vehicle/Equipment Key Policy	Departmental Policy No. 6-2
	Effective: Upon Approval

I. Purpose

The purpose of this policy is to prevent unauthorized use of City vehicles and equipment and to maintain them in a safe and secure manner.

II. Scope

This policy applies to all Department of Public Works & Engineering employees and supersedes any other former Departmental policy, procedure or directive.

III. Definitions

Key - Any mechanical or electronic device used to open or close a locking or ignition mechanism that secures a vehicle or piece of equipment to prevent unauthorized use or access.

Motor vehicle/equipment - Any self-propelled device powered by an internal combustion engine and designed to operate with four or more wheels in contact with the ground, in or by which a person or property is or may be transported.


III. Policy

Vehicle and Equipment Key Control

No Public Works & Engineering employee shall leave a key(s) to a vehicle or piece of equipment in an unattended vehicle or piece of equipment. Furthermore, doors compartments, and/or boxes shall be secured when the vehicle/equipment is unattended. The key(s) is not to be hidden anywhere in or on the vehicle/equipment, i.e. under floor mats, wheel wells etc.

IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy is subject to discipline, up to and including Indefinite Suspension by the Director of the Department of Public Works & Engineering.

Approved: 	Date Approved: 1-4-06	Page 1 of 1
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