


Department of Public Works and Engineering

Subject:	Departmental Policy No. 7-1																					
ISSUE & RETRIEVAL OF CITY PROPERTY	Effective: Upon Approval																					
<p>I. Purpose</p> <p>To establish guidelines, procedures and policy for the management and control of City issued property.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Definition</p> <p>For the purpose of this policy and procedure, the items listed below shall be deemed City property:</p> <table border="0"><tr><td>COH Books and Manuals</td><td>Bus Passes</td></tr><tr><td>Photo ID Badge</td><td>Uniforms</td></tr><tr><td>Software</td><td>Parking Passes</td></tr><tr><td>First Aid Kits</td><td>Safety Equipment</td></tr><tr><td>Computers</td><td>Cameras</td></tr><tr><td>Tools</td><td>Keys (vehicle, office, files, desks)</td></tr><tr><td>Purchasing Cards</td><td>Calculators</td></tr><tr><td colspan="2">Communication Devices (cell phones, pagers, blackberries, radios)</td></tr><tr><td colspan="2">Access Codes (alarms, long distance, computer systems, gasoline, etc)</td></tr><tr><td colspan="2">Any other property purchased by the City and issued to the employee.</td></tr></table> <p>IV. Policy</p> <p>It is the policy of the Department of Public Works and Engineering that City property is issued to enable employees to perform their duties and to enhance productivity. Employees are fully responsible for the proper use and care of equipment. City-owned equipment and property that is entrusted to an employee shall be promptly returned upon demand or upon termination of employment.</p> <p>V. Responsibilities</p> <p>A. Deputy Director/Assistant Director shall</p> <p>1. Designate employee(s) to ensure City of Houston property is issued to and retrieved from employees when required and forwarded to appropriate personnel.</p>			COH Books and Manuals	Bus Passes	Photo ID Badge	Uniforms	Software	Parking Passes	First Aid Kits	Safety Equipment	Computers	Cameras	Tools	Keys (vehicle, office, files, desks)	Purchasing Cards	Calculators	Communication Devices (cell phones, pagers, blackberries, radios)		Access Codes (alarms, long distance, computer systems, gasoline, etc)		Any other property purchased by the City and issued to the employee.	
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2. Designate appropriate area in Division/Branch where property is to be housed.

B. Supervisor/Designee shall

1. Ensure Property Issue Form (Attachment B) is completed when property is assigned to an employee. In the event the issuing person is not the direct supervisor of the employee, a copy of the form will be transmitted to the employee's supervisor and to the Human Resources (HR) Branch office.
2. Report any lost/stolen items as required in Departmental Policy 5-6, Loss/Theft of Equipment or Materials.
3. Ensure Property Retrieval Form (Attachment A) is completed and forwarded to the Human Resources Branch any time there is a change in employment status that requires the retrieval of City property. When property is issued by someone other than the employee's direct supervisor, the supervisor will insure that the issuing party is notified when the employee leaves the department.

C. Employees

1. Each employee issued City property must complete a Property Issue Form (attachment B). Property, for purposes of this policy shall not include general office supplies (staples, pens, paper, markers, envelopes, etc).
2. Each employee is responsible for all property assigned for his/her use. Property must be stored properly, held secure and maintained by the employee.
3. Each employee will be responsible for reimbursing the City for any property which is lost, damaged or stolen as a result of the employee's negligence.
4. Each employee is responsible for reporting lost/stolen property in accordance with Departmental Policy 5-6.
5. Each employee shall use city property for City related business /activities only.
6. Each employee shall return all City property upon the employee's transfer, termination or at the request of Division Head or designee.
7. Each employee is required to complete a Property Retrieval Form when returning property. The person receiving the property must state the condition of the property upon its return.

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8. Each employee may not transfer or reassign City property without the prior approval of the Division Head or designee. A new Property Issue Form (Attachment B) must be resubmitted.

VI. Issuance of Property

All City property will be accounted for by having the receiving employee sign a Property Issue Form (Attachment B).

VII. Retrieval of Property

If any of the below circumstances apply to the employee, the Supervisor/Designee **may require** return of any/all City property to the appropriate personnel:

- Temporary Reassignment
- Relief of Duty with Pay
- Transfer, promotion or demotion within PWE
- Leave of absence
- Workers' Compensation (Injury Leave)
- FMLA/ADA
- Extended Vacation Leave

If any of the below circumstances apply to the employee, the Supervisor/Designee **shall require** return of any/all City property to the appropriate personnel:

- Termination/Indefinite Suspension/Discharge
- Medical Separation
- Resignation/Retirement
- Transfer to another department
- Death

V. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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