

## IDYLLWILD FIRE PROTECTION DISTRICT

**POLICY TITLE: Use of and Responsibility of Employer Property**

**POLICY NUMBER: 2019**

**2019.1** To insure compliance, desks, computers and other equipment are IFPD property and must be maintained according to IFPD operational guidelines and rules and regulations. They must be kept clean and are to be used only for work-related purposes. IFPD reserves the right to inspect all IFPD property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

**2019.2** IFPD provides tools, supplies and facilities for the use of the employees in the performance of their work. Employees who use IFPD equipment must be familiar with their proper use and care and shall operate them in accordance with instructions for use. Employees shall notify the Fire Chief immediately of any needed maintenance for any IFPD facility or equipment, and if they need guidance as to the uses.

**2019.3** Employees must report all accidents and/or damage to IFPD equipment to the Fire Chief. Failure to properly use IFPD equipment or to report accidents and/or damage may result in disciplinary action up to and including termination.

**2019.4** No employee shall use IFPD facilities or equipment for personal use without the prior written approval of the Fire Chief.

**2019.5** Company voice mail and/or electronic mail (e-mail) are to be used for business purposes only. IFPD reserves the right to monitor and/or review voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

**2019.6** IFPD will periodically assign and/or change "passwords" and access codes for computers per operation guidelines. These communication technologies and related storage media and databases are to be used only for IFPD business and they remain the property of IFPD. IFPD reserves the right to keep a record of all passwords and codes used and/or ability to override any such password system.

**2019.7** Prior written authorization must be obtained before any IFPD property may be removed from the premises.

**2019.8** For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent. IFPD is not to be responsible for damage or loss of employee personal property in the workplace or in facilities.

**2019.9** Terminated employees are to remove any personal items at the time they leave IFPD. Personal items left in the workplace are subject to disposal if not claimed within a reasonable time of an employee's termination.

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Clerk of the Board