

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.50	Issue 3	Page 1 of 3
PRIVATE USE OF CITY LABOR, EQUIPMENT, MATERIALS AND SUPPLIES PROHIBITED	Effective Date January 20, 2017		

1. PURPOSE

- 1.1. To reaffirm existing City policy prohibiting the private use of City labor, equipment, materials and supplies.

2. SCOPE

- 2.1. This Administrative Regulation applies to all City employees, City departments, boards, commissions, committees, task forces, and other duly constituted bodies and offices operated by the City of San Diego.

3. DEFINITION

- 3.1. City Equipment, Materials and Supplies - All City property, including, but not limited to: hand tools, power tools, industrial equipment and tools, motive equipment, vehicles and fuels, office equipment and supplies, information and communications technology resources, City issued credit cards and construction materials.

- 3.1.1. No distinction is to be made as to the condition of the equipment and materials. This Regulation applies equally to items classed as salvage, scrap or junk.

- 3.2. City Labor - The use of the services of any City employee while he/she is being paid by and performing services for the City of San Diego.

4. POLICY

- 4.1. City Labor and City Equipment, Materials and Supplies shall not be used for personal or private purposes, either on City premises or elsewhere, by City employees or others, unless specifically authorized to do so by Mayoral approval.

- 4.2. All employees who violate this Regulation are subject to discipline, up to and including termination, and may be subject to possible criminal prosecution.

(Supersedes Administrative Regulation 45.50, Issue 2, effective September 15, 1981)

Authorized

[Signature on File]

CHIEF OPERATING OFFICER

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- 4.3. Refer to Administrative Regulation 35.50, Identification and Disposition of Central Stores Surplus Stock, for the policy and procedure concerning disposition of surplus stock. In addition, please refer to the other Administrative Regulations referenced below in the Appendix that may also be applicable to the private use of *City Labor* and *City Equipment, Materials and Supplies*.
- 4.4. Employee use of a City vehicle for the purpose of taking City Civil Service examinations will be permitted only upon authorization by his/her department.
- 4.5. All employees shall be informed of the provisions of this Regulation.

5. RESPONSIBILITY

- 5.1. City Employees
 - 5.1.1. Responsible for being familiar with this Administrative Regulation and abiding by it.
- 5.2. Department Directors
 - 5.2.1. Ensure that labor, equipment, materials and supplies are used appropriately and only for City business.

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APPENDIX

Legal References

Administrative Regulation 35.50 - Identification and Disposition of Central Stores Surplus Stock
Administrative Regulation 90.20 - Office and Wireless Telephones
Administrative Regulation 90.63 - Information Security Policy
Administrative Regulation 90.64 - Protection of Sensitive Information and Data
Administrative Regulation 90.65 - Broadcast Email and Voice Mail
Administrative Regulation 95.05 - Cell Phone and Other Handheld Communication Device Use Policy
Administrative Regulation 95.55 - Procurement Card (P-Card) Procedures

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