

## POL.P.06.05 - Park District Property Policy

No employee, contractor, elected official or member of the public may use Park District property for personal use without the prior written consent of the Executive Director. The Executive Director may approve the personal use of Park District equipment under certain circumstances, if a benefit to the Park District is established. The Park District's equipment, such as telephones, cellular phones, mobile devices, postage, facsimile and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with permission of the Executive Director. Personal usage, in an emergency, of equipment that results in a charge to the Park District should be reported immediately to your immediate supervisor so that reimbursement can be made.

Except in the ordinary course of performing duties for the Park District, or as otherwise permitted, Park District property may not be removed from the work premises. For the purpose of this section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, data, records, recreation and rental equipment and all other property owned, leased, or in the possession and control of the Park District. Before an employee leaves the Park District, the employee must return to the Park District all related Park District information and property the employee has in his or her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disk, supplies, uniforms, equipment, office supplies, identification cards, cellular phone or mobile device, keys or key fobs.

Employees should understand that while certain Park District-owned property, such as desks, lockers, and vehicles are available for their use, these items remain the property of the Park District, and are subject to inspection, with or without notice and with or without consent. Employees are not permitted to store wrongfully obtained, illegal, or prohibited items or substances in or on Park District property or otherwise misuse Park District property.

### **Searches and Inspections**

Whenever necessary or appropriate, and at the Park District's sole discretion, the Park District may search anywhere on and within Park District property, including without limitation any employee work area, such as desks, file cabinets, lockers, computers, cell phones and vehicles. Any search may be conducted without specific cause and without notice. All employees are required to cooperate with any search, and an employee may be subject to disciplinary action up to and including termination of employment for failure or refusal to cooperate. Therefore, employees should have no expectation of privacy in any Park District-owned property that they use.

Any property belonging to the Park District is subject to search to ensure compliance with the Park District's policies, or if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen Park District or Park District patrons' funds or property.

In addition, the Park District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from Park District premises by all persons, including employees.

Loss, damages, or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline up to and

including termination. The Park District is not responsible for the loss of personal property.