



PERSONNEL POLICY

SUBJECT: USE OF COUNTY-OWNED PROPERTY

DATE: January 1, 2017

Number: 210-16

I. Statement of Policy

Generally, it shall be the policy of Fulton County that the use of County-owned tools, machinery, equipment, vehicles and other material (property) for non-County, private or commercial activities, is not authorized. Occasionally, such loans may be permissible, e.g., in support of federal, state or local government activities or during declared emergencies. On such occasions when the loaning of County property is permissible, the use of County property must be authorized. The County has devised a standard procedure to facilitate the process for obtaining approval for and maintaining accountability of all loaned property.

II. Background and Applicability

This policy applies to all County personnel and departments that maintain custody of County property, and to all individuals, organizations, Boards, authorities, etc., that borrow County property.¹

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

¹ Also refer to the policy for County Vehicle Use and Assignment Criteria.



PERSONNEL PROCEDURE

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I. Responsibilities

The Department of Real Estate and Asset Management (D.R.E.A.M.) shall provide technical advice and assistance to all participating departments and individuals/organizations during the loan process, in order to facilitate the procedures outlined below.

II. Borrowing

An individual/organization who wants to borrow County property (borrower) shall coordinate with the department that maintains custody of the property, in order to determine its availability and obtain written approval for its use. A request form, i.e., Record of County Property Loaned Form, must be completed by the requesting party. The form (copy attached hereto for reference) may be obtained from the lending department.

The borrower shall complete the form and submit it to the custodial department. The lending department shall obtain the Appointing Authority's signature and distribute the copies as follows:

- | | | |
|-----|----------|----------------------------------|
| (1) | Original | Retained by custodial department |
| (2) | Copy #1 | Provided to borrower |
| (3) | Copy #2 | D.R.E.A.M. |

Normally, loans should not be made to exceed more than six (6) months, except under rare circumstances that must be justified clearly and in writing.

III. Return of Property and Damages

After the equipment has been returned to the lending department, the bottom portions of the form must be completed and signed by both parties.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

In the event that the property is damaged while in the borrower's custody, the borrower will be required to reimburse Fulton County for the damage. However, such reimbursement may not be taken to the extent it reduces the borrower's pay below minimum wage or results in a borrowing employee who is exempt becoming non-exempt. If requested, the D.R.E.A.M. will assist as a neutral party in the assessment of damage. If liability for damage or loss is established against a County employee, the employee shall reimburse the County. Employees who do not reimburse the County may be subject to appropriate disciplinary action.

During each department's annual inventory, all loaned items will be either physically inventoried or accounted for.

Upon separation of employment, all physical County property in the possession of the employee should be returned to the County.

IV. No Liability

While using Company equipment for the borrower's personal use, the County will not be liable for personal injuries resulting from such use. The borrower accepts full responsibility for any and all liabilities for injuries or losses, which occur, or for the malfunction of equipment.

FULTON COUNTY, GEORGIA
RECORD OF COUNTY PROPERTY LOANED

Date

Name of Borrower

Borrower's Signature

Borrower's Organization

Lending Department

CEO of Borrower's Organization

Director of Lending Department

CEO's Signature

Director's Signature

Quantity

Description of Property

Condition of Issue (Describe)

Reason for Loan:

County Serial #

Date Loaned

Date Due Back

Date Returned

Returned by

Accepted by

Condition Upon Return/Remarks:

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