

Corporate Policies

SECTION:	Finance & Insurance		POLICY 13.4.1
SUBJECT:	Care, Custody and Control of City Assets		
EFFECTIVE:	April 26, 2007	REPLACES: n/a	PAGE: 1 of 3
APPROVED BY:	Senior Management Team April 26, 2007	PROCEDURAL UPDATES:	

PURPOSE:

The purpose of this directive is to remind all staff who have in their possession, either on a full-time basis, or on loan for a short period, City owned/issued assets, (computers, laptops, cell phones, blackberries, digital cameras, vehicles, equipment, etc.) whether while at work, away from their normal workplace or at their place of residence, of their duties and responsibilities towards the care, custody and control of these City assets.

SCOPE:

All employees, full-time, part-time, contract and otherwise, who have in their possession, and use of, a City asset either as assigned to them or on loan for a short period of time.

RESPONSIBILITIES and PROCEDURES:

All employees are expected to use good judgement, demonstrate a sense of responsibility and provide due care custody and control of City owned/issued assets.

While the asset is in your care, custody and control it is your responsibility to be diligent about its safekeeping.

1) Handling/Securing

- City vehicles, when left unattended, are to be locked and the keys appropriately secured by the individual to whom the vehicle has been assigned.
- All assets assigned to an individual, including computers, laptops, cell phones, blackberries, digital cameras, etc. should NOT be left in any vehicle for any extended period of time. If you are required to leave the asset(s) in your vehicle for a short period of time, be sure to store it out of sight, preferably in the trunk.
- Employees shall make adequate provision for the physical security of equipment in their custody. Areas containing equipment shall be kept locked after business hours or at other

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times when not in use. Special precautions shall be taken in the case of high-value or theft-sensitive items.

2) Care

- While an asset, including computers, laptops, cell phones, blackberries, digital cameras, equipment, etc. is in your responsibility, be sure to store it safely.
- An appropriate level of care for an assigned City vehicle is expected. Abusive or careless behaviour in the use or operation of an assigned City vehicle is not acceptable.

3) Control

- While the asset is your responsibility, it should not be loaned out or given to others to use. The asset is not for use by family or friends of employees. It is for the sole use of the employee to whom it has been issued or loaned in order to complete work related activities. Assets are to remain within an employee's care, custody and control.

If an asset is damaged or stolen while it is your responsibility, it must be reported to your immediate Supervisor within 24 hours or as early as possible. An internal Insurance Incident Report must be completed, signed by your immediate Supervisor and forwarded to the Insurance Claims Coordinator within 48 hours of the incident or as soon as time permits.

If the asset is stolen, and is valued at over \$1000, the theft must be reported to Peel Regional Police and a police report must be filed.

The employee may be charged for any loss or damage to City owned/issued assets that are attributable to their negligence or unauthorized use.

It will be the responsibility of the employee's department to determine the appropriate response to infractions. Failure to comply with this policy may result in loss of privileges and/or disciplinary action up to and including dismissal, depending on the severity of the

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infraction. All disciplinary action will be in accordance with the Corporation's progressive discipline process.

RELATED POLICIES and PROCEDURES:

The Care Custody and Control of City Assets Policy should be read/applied in conjunction with any other related City policies and procedures.

ADMINISTRATION:

The Finance Department will be responsible for keeping this policy up to date. The Treasurer is authorized to create, amend and delete procedures necessary for the implementation and/or administration of this policy.

CONTACT:

Finance