



Parks & Recreation Department Standard Operating Procedure

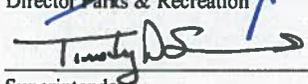
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Author: Tim Stevens
CAPRA 7.7 Agency Owned
Equipment, Materials, Tools,
and Supplies

Title: Agency Owned Equipment and Property

Authorization and Review



Director Parks & Recreation



Superintendent

Date: 4/21/16

Date: 4-21-2016

Purpose:

This policy outlines departmental responsibilities and procedures required for the control, use, care, maintenance, and inventory of equipment, materials, tools, and supplies acquired with Medford Parks and Recreation Department (MPRD) funds.

Applicability:

This policy applies to all full-time, temporary/part-time employees and volunteers.

Policy:

Employees who are issued MPRD equipment or property shall be responsible for the safekeeping, serviceable condition, proper care, and use of such equipment and/or property assigned or entrusted to them.

MPRD equipment and/or property shall only be used by those to whom it was assigned. Use is limited to official purposes and in the capacity for which it was assigned, except when otherwise directed by appropriate supervisor. Personal use of the agencies equipment, materials and property is generally prohibited except as noted below;

- A. Exception for On-call personnel: The City may allow employees to use City owned vehicles to commute to and from their residence upon determination by the City Manager, or designee, that the use of the City provided vehicle will provide a more efficient use of staff time, provide a faster delivery of services to citizens, first responders, or as a business necessity.
- B. Exception is made for use of City Communication and Information systems as described in Administrative Regulation AR-00-1 which address cell phones, computers, fax's, etc.

Damaged or unserviceable equipment and/or property shall not be sold, traded, donated, thrown away or otherwise disposed of without proper authority. Such equipment and/or property must be promptly reported to the proper division supervisor.

An employee's intentional or negligent abuse of MPRD equipment and/or property may lead to disciplinary action.

A comprehensive inventory and condition report must be completed annually on all MPRD equipment and/or property valued at \$5,000 or less. Equipment/property valued at over \$5,000 is inventoried by the City of Medford Finance Department. Completed inventory and condition reports are stored on the department's P-drive.

Staff training on the use and operation of MPRD equipment and/or property is the responsibility of the division supervisor. Training is completed prior use and operation of all equipment.

Definitions:

MPRD property/equipment- property in the possession of, or directly acquired by the City of Medford Parks and Recreation Department.

Procedures:

1. Acquisitions:

Acquisition of equipment and property are made in accordance with the biennial budget. Capital budgets are developed in conjunction with the operating budget for review and approval by the City of Medford Council. Estimations of anticipated acquisitions for the coming budget cycle are made based on division equipment/property needs and are either funded thru the MPRD operating budget or capital budget.

2. Distribution:

Distribution and assignment of equipment and property is the responsibility of the division supervisor.

3. Training:

It is the responsibility of the division supervisor to safely and productively train staff on equipment and property. When available, training manuals are used prior to operation.

4. Storage and Security:

Storage and security of equipment and property is the responsibility of the staff member that it is assigned to.

5. Maintenance:

Maintenance of the equipment and property valued at less than \$5,000 dollars is the responsibility of the staff member that it is assigned. If repairs are needed beyond department expertise, equipment and property can be repaired by a qualified repair company with division supervisor approval. Equipment and property valued at greater than \$5,000 is maintained by the City of Medford fleet services department and facilities management department.

6. Replacement:

Equipment and property replacement recommendations are the responsibility of the staff member assigned the equipment/property. Recommendations are approved by the division supervisor.