SUBJECT:  Use of City Equipment

1. Purpose:  This regulation provides a policy for use of city equipment.

2. Authority:  Section 7-2 (20) of the City of Huntington Beach Personnel Rules.

3. Application:  This regulation applies to all Huntington Beach city personnel and to all city equipment as defined below.

4. Definitions:
   4.1. City Equipment - Shall mean all property, equipment, facilities, and materials purchased and/or owned by the City of Huntington Beach.

5. Policy:
   5.1. Use of city equipment for a purpose other than city business without the expressed written consent of the City Administrator, department head, and/or approval of the City Council is prohibited.

6. Responsibilities:
   6.1. It shall be the responsibility of all employees to comply with the letter and the intent of this regulation.
   6.2. It shall be the responsibility of all supervisors to assure that employees comply with this regulation and to take appropriate disciplinary action when violations occur.

Penelope Culbreth-Graft, DPA, City Administrator