



# ADMINISTRATIVE REGULATION

## Office of the City Administrator

<b>Number</b>	118
<b>Sections</b>	1-6
<b>Effective Date</b>	8/1/07
<b>Responsible Department</b>	Public Works
<b>Review Date</b>	8/1/12

### **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