

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

Policy Memorandum No. 109 (R)

March 20, 2023

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montañó, Chief Administrative Officer 

**SUBJECT: REGULATIONS PERTAINING TO ASSIGNMENT, USAGE, CARE, AND
RETURN OF CITY PROPERTY BY EMPLOYEES**

I. PURPOSE

This memorandum establishes procedures for the City of New Orleans (City) regarding the assignment, use, care, and return of property owned by the City (City Property) by employees during employment. This policy seeks to ensure that City employees properly utilize and care for City Property and prevent the abuse, neglect, or theft of such property.

II. DEFINITIONS

Property. The term "Property" means any building, vehicle, furnishing, piece of equipment, material, or supply that is leased or owned by, or otherwise in the care of, the City of New Orleans or any person acting as its agent.

III. CATEGORIES OF PROPERTY

In keeping with this policy, all City Property shall be identifiable as either Assigned, Movable, or Stationary Property:

A. **Assigned Property:** Property issued to an individual employee for his or her sole use whereby the employee serves as the custodian for such Property. This category shall apply only to items that are routinely removed from the worksite and shall not apply to items that are part of an employee's fixed workstation. Examples of Assigned Property include, but are not limited to:

1. Electronic Devices: laptops, tablets, smartphones, MiFi's, radios, radio chargers, video recorders, tape recorders, digital cameras, etc. (including any related accessories).
2. Radios: handheld or vehicle-mounted two-way radios on either the Louisiana Wireless Information Network (LWIN) for First Responders (Police, Fire, EMS, Health, etc.) or the City of New Orleans Tier II Radio System for designated City non-public-safety agencies that comprises both portable (hand-held) and mobile (vehicle-mounted) radios.
3. Vehicles: cars, trucks, SUVs, motorcycles, bicycles, scooters, lifts, etc.
4. Paper Items: code books, manuals, logs, etc.
5. Tools and Gear: all City-owned tools, safety goggles, boots, belts, hats, helmets, gloves, and other gear provided by the City.

6. Uniforms and Weapons: City-issued uniforms and weapons not purchased by the employee.
 7. Miscellaneous: identification cards, badges, parking cards, vehicle decals, fuel cards, City-issued keys, etc.
- B. **Movable Property**: Property accessible to one or more employees that can be removed from the worksite with relative ease. Such property may be used predominantly by one individual or a group of individuals, but it remains on City premises, except when being transported between worksites. Examples include, but are not limited to:
1. Equipment and Tools: lawn mowers, tractors, generators, weed eaters, hedge trimmers, tree trimmers, chainsaws, blowers, shovels, rakes, brooms, sporting and exercise equipment, laboratory and medical tools, etc.
 2. Office Equipment, Furniture, and Supplies: computers, televisions and monitors, chairs, printers, telephones, fax machines, adding machines, document shredders, desk accessories, pens, paper, and other office supplies, etc.
 3. Building Materials and Supplies: paint, lumber, gravel, paint brushes, fill materials, lighting fixtures and supplies, cement, mixtures, chemicals, plumbing and electrical items, paper goods, janitorial supplies, etc.
 4. Miscellaneous: landscaping materials, small appliances, and other City property that can be removed from City premises by one individual or a small group of individuals.
- C. **Stationary Property**: Property associated with a particular worksite which is either attached to a City building or which is too large to be easily removed from the premises. Items in this category include, but are not limited to:
1. Furniture: desks, tables, benches, bookcases, file cabinets, etc.
 2. Machinery and Equipment: security cameras and devices, large machinery, heating and cooling units, etc.
 3. Miscellaneous: Other immovable or nearly immovable items.

IV. **GUIDELINES FOR DISTRIBUTION, TREATMENT, AND RETURN OF ASSIGNED CITY PROPERTY**

- A. Each City agency shall appoint a Property Coordinator to monitor the assignment of City Property and to maintain all relevant records related to the issuance and return of such property. If the designated Property Coordinator is not directly involved in personnel functions for the department, the Personnel Officer shall notify the Property Coordinator of all persons hired or terminated to ensure that the appropriate property is issued or retrieved before separation of employment.

- B. All City employees will be issued some form of Assigned Property, since at a minimum, employees will be issued identification badges. Authorized supervisory personnel shall determine what additional items are essential to the performance of an employee's job tasks and shall work with the Property Coordinator in each department to issue these items.
- C. Once determinations are made concerning Assigned Property, the employee shall be required to acknowledge receipt of the Property, as well as to acknowledge his/her role in properly caring for the Property by signing (or **initialing**) a Property Issuance/Return Form, a copy of which is attached to this policy, at the time the Property is issued. The issuer will record the item(s) issued, the date of issuance, and any notes regarding the condition of the item(s). If the issuer is someone other than the Property Coordinator, the completed form must be immediately forwarded to the Property Coordinator for recordkeeping.
- D. The completed Property Issuance/Return forms shall be kept in the inside cover of each employee's personnel file or in another location as prescribed by the Appointing Authority of each City department.
- E. Employees shall not use Assigned City Property for personal use unless specific permission has been granted by the Appointing Authority or his designated representative.
- F. An employee assigned the use of City Property must maintain and not abuse or misuse the Property while employed. The employee is responsible for immediately notifying the Appointing Authority or designated representative of any Assigned City Property that is lost, stolen, damaged, or malfunctioning.
- G. An employee assigned the use of a City radio (LWIN or City TIER II) shall **IMMEDIATELY** notify the City-wide Radio Shop by email (radios@nola.gov) **and** by phone (504) 658-5680 upon discovery of lost, stolen, or misplaced radio equipment. Failure to make proper notification or unreasonably delayed notification may result in disciplinary action. Supervisors shall ensure that proper, timely notification occurs.
- H. Upon notification of a lost or stolen City radio, the Appointing Authority shall ensure that a thorough internal investigation is conducted into the missing equipment. This investigation should include a determination if negligence or policy violation(s) contributed to the loss.

For employees not subject to R.S. 40:2531 (commonly referred to as "The Police Officers' Bill of Rights"), a written report of the investigatory findings and any disciplinary action taken shall be completed within 30 days and forwarded to the Chief Administrative Office and the City-wide Radio Shop (radios@nola.gov).

For employees that are subject to R.S. 40:2531 (commonly referred to as "The Police Officers' Bill of Rights"), the Appointing Authority shall ensure that the internal investigation is conducted in accordance with R.S. 40:2531. The Appointing Authority shall forward the written report of investigatory findings and any disciplinary action

taken upon completion of the investigation to the Chief Administrative Office and the City-wide Radio Shop (radios@nola.gov).

- I. The City of New Orleans may seek reimbursement from employees for the value of lost or damaged Property due to the employee's negligence or abuse.

V. PROCEDURES FOR REPORTING NORMAL WEAR AND TEAR OF ASSIGNED PROPERTY

It is understood that certain types of Assigned, Moveable or Stationary Property will experience some type of normal wear and tear. As a result, Property may malfunction which may result in an employee's inability to perform his or her job duties. In such cases, the following procedures shall be followed for repair or replacement:

- A. Employees must immediately report any malfunction of Assigned Property due to normal wear and tear to an Appointing Authority or his/her designated representative.
- B. The Appointing Authority or the designated representative shall arrange for repair or replacement of the Property. Employees shall not be allowed to personally arrange repair or replacement of any Assigned or unassigned City Property. All repairs or replacements are handled strictly through the Appointing Authority or the designated representative(s). An employee that fails to follow these procedures may be subject to disciplinary action.
- C. Once repaired or replaced, the Appointing Authority or the designated representative shall record that the Property has been repaired or replaced. If replaced, the designated representative shall record the applicable make, model, serial, and inventory tag numbers and forward the information to the Property Coordinator.

VI. PROCEDURES FOR REPORTING LOST, STOLEN, OR DAMAGED PROPERTY

- A. An employee must immediately report any lost, stolen, or damaged Assigned Property to their Appointing Authority or the designated representative.
- B. At the discretion of the Appointing Authority, an employee may be subject to a fine or any other disciplinary action as per Civil Service Rule IX, Section 1, Maintaining Standards of Service. The City may seek reimbursement for the value of any Property that is lost, stolen, or damaged by the employee.
- C. The employee and the Appointing Authority or their designated representative must complete and sign the Report of Lost, Damaged, or Stolen Property form, a copy of which is attached to this policy, and forward the completed form to the Property Coordinator for recordkeeping.
- D. Employees shall immediately report lost, damaged, misplaced, or stolen radio equipment to the City-wide Radio Shop by email (radios@nola.gov) **and** by phone (504) 658-5680 as indicated in Section IV(G) of this policy.

VII. INQUIRIES

Questions regarding this policy should be directed to the Chief Administrative Office at (504) 658-8600.

For further information please refer to: Policy Memorandum No. 5 (R) – Vehicle and Equipment Policy, Policy Memorandum No. 60 (R) – Wireless Communications Device Policy, and Policy Memorandum No. 61 (R) – Acceptable Use Policy.

GAM/PMRC/zaf

Attachments:

- Property Issuance/Return Form
- Report of Lost, Damaged, or Stolen Property Form