



LARAMIE COUNTY GOVERNMENT

TITLE Use of County Property	APPROVAL DATE 08/15/1995
SECTION Workplace Expectations	REVISION DATE 12/20/2016

No employee, Department Director or Manager or Elected Official shall use or permit the use of County property for other than official activities except as provided herein. Employees, Directors and Managers and Elected officials shall protect and conserve County property, equipment, and supplies entrusted or issued to them. Nothing in the following policies relating to county property or vehicles may be interpreted nor is it intended to affect the "at will" status of any Laramie County employee.

County Vehicles

- County vehicles shall only be used by Laramie County employees holding a valid driver's license and possessing the requisite insurance required under state law, who are authorized to use County vehicles for official County business and/or while acting within the scope and course of their duties for the County. County employees, who are required or requested to use county vehicles and whose driver's license status and/or insured status is negatively affected for any reason, are required to immediately report this fact to their department head. Any County driver whose status is in violation of the Laramie County Safety Manual driving criteria guidelines, and/or whose driver's license becomes suspended or revoked, may not drive any vehicle on County business, and may be subject to duty reassignments and/or discipline or termination.
- Insurance coverage for the use of County vehicles is determined by the Memorandum of coverage and policies of the County's insurance pool. In the event of a conflict between these policies and the insurance policies, the insurance policies shall control. County employees using county vehicles outside the scope of their duties or in an unauthorized manner may be considered in violation of these policies and this may result in personal liability to the driver.
- **County employees using their personal vehicles, as authorized for County business, must be aware that their personal automobile insurance policies for both liability and property damage are considered to be the primary sources of indemnification and coverage, not the county's insurance pool.** Mileage and use payments as authorized by county policies are intended to cover the expense of both vehicle maintenance as well as insurance. Employees who do not wish to use their personal vehicles for County business, will not be required to do so, but must notify their department head and request a County vehicle for such assignments that require this form of transportation.
- Employees, volunteers, and elected officials of Laramie County while acting in the course and scope of their duties are the only authorized passengers in County vehicles. Non-County employees may not drive or be transported in County vehicles unless authorized under a separate written agreement approved by the Board of Commissioners or with authorization from Department Head/Elected Official. This provision may not apply to law Enforcement or other County Employees who operate county vehicles outside normal business hours so that they are available to respond to emergencies. In such case, individual Department policies and/or direction from



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HR/County Legal should be consulted for guidance.

- Fines for traffic or parking violations against a County vehicle are the responsibility of the employee to whom the vehicle is assigned, unless an emergency condition exists, is justified, and approved by the Elected Official or Department Manager. Traffic violations must be reported to the Elected Official, Department Manager, and then to the County Risk Manager.
- Vehicles not classified as emergency vehicles, and not individually assigned to an employee, shall remain on County property when not in use for official business.
- Use of County vehicles for travel to and from the work site or other purposes unrelated to official County business may be included in determining compensation pursuant to the Federal Tax Reform Bill of 1986 or those exceptions as provided by Internal Revenue Service Regulations, and may be subject to withholding and FICA.
- Laramie County employees, volunteers and or elected officials who receive a County vehicle to conduct business for the member entity are to use the vehicle for business and limited, incidental personal use only. For example, using a County vehicle to go to lunch or stopping for coffee on the way to work would be considered incidental use. Using a vehicle on weekends or evenings for personal use may extend beyond incidental use unless otherwise authorized by individual department policy. Such incidental use is prohibited unless the scope of the employee's employment includes and/or use of the vehicle is provided, 24 hours a day to provide a timely response to after-hours/weekend incidents or to be available for response in the event of emergency or law-enforcement contingencies.

County Vehicles Assigned for Potential 24hr a Day Use

- In the case where the vehicle is assigned to an employee for potential 24-hour a day usage may only be due to the need for the employee to be able to respond at non-business hours and dates and/or for emergency purposes. In such a case, the policies of the individual's Department shall control and, if the individual's Department has no such policies for 24 hour assignment and use of county vehicles, the following policies shall apply as supplemented by any direction of the employee's Department head or elected official.
- An employee may be denied 24hr use of a vehicle regardless of their assignment if, in the judgment of the Department head or elected official the employees duties and responsibilities or needs of the Department will not justify the assignment of the vehicle. No employee has a right or guarantee to make use of a County vehicle under any circumstances.
- Employees will not presume any special privileges with a county-owned vehicle while off-duty. As an example, an employee living in an apartment complex will park the vehicle in the normally designated area at all times, not in a "Reserved" nor in a "No Parking" area.
- Employees may receive citations for driving violations while operating a county-owned vehicle and will be responsible for the proper disposition of the citation. Employees



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receiving citations while driving a county-owned vehicle will notify their immediate supervisor of the citation and will notify the supervisor of the manner of disposition of the citation.

- General rules of conduct, which apply to all County employees on duty, will also apply to an employee off-duty if he/she is driving a county-owned vehicle.
- All employees assigned a county-owned vehicle shall exercise good judgment in utilizing it and shall not drive or use the vehicle so as to cause unfavorable comment or reflect discredit on the County. Employees will drive in a safe and courteous manner that sets an example for the general public.
- Employees, while off-duty and operating a county-owned vehicle, will be appropriately attired to effectively perform their duty functions (for example, no shorts, tank tops, “flip-flops”, etc.).
- If an employee is going to consume an alcoholic beverage, he/she shall not drive a county-owned vehicle nor shall he/she purchase or transport alcoholic beverages in the county-owned vehicle. Employees will not operate an assigned county-owned vehicle within eight hours after consuming any alcoholic beverage. Any department head or supervisor suspecting such use of alcohol may require a breath test or other test from the suspected employee.
- **While incidental personal use of an assigned county vehicle is accepted, employees must be aware that this is not their personal vehicle nor is it, "the family car." Personal use of the county assigned vehicle should be kept to the absolute minimum and the vehicle should not, and may not, be treated as employee's personal vehicle.** The transport of passengers who are non-County employees is discouraged but may be engaged in on a limited basis. All such passengers must be using seat belts at all times in the vehicle. Use of a county owned vehicles for transport of non-County employees and or family members must be kept to a minimum and should not be a regular function in the use of a county owned vehicle.
- If an off-duty employee is required to respond to a work-related matter while with passengers, the employee will first leave the passengers at a convenient and safe location and, will then respond to the call. If there is no opportunity to leave passengers in a safe location, the employee must notify their department head or supervisor of their unavailability.
- Employees are responsible for the proper appearance and conduct of all passengers
- **Employees are authorized to use the county owned vehicle during off-duty activity within Laramie County only.** Unless required in the scope and course of their duties, county owned vehicles are not to be operated outside Laramie County in an "off duty" capacity without direct authority and permission from the employee's Department head, supervisor or elected official.
- A county-owned vehicle assigned to an employee will be locked at all times when the employee is off-duty and the vehicle is unattended.
- During vacations or periods of more than six days when the employee will be out of regular duty, the county-owned vehicle will be parked at the appropriate Department parking lot.



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- The county-owned vehicle will not be utilized off-duty for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows.
- Employees will not use the county-owned vehicle in non-county employment or as part of the non-county employment.
- Only authorized stickers, emblems or other ornamentations are allowed inside or outside of the county-owned vehicle.

Maintenance Guideline Covering the Use of the County Owned Vehicles

- Unless otherwise dictated by department policy or practice, the following shall apply to the use of assigned county vehicles by Laramie County employees.
- An employee assigned a county-owned vehicle will be fully responsible for the general maintenance and proper care of the vehicle through coordination with their Department head or supervisor manager and will refrain from:
 - Performing mechanical work on the car.
 - Altering the body, general design, appearance, markings, mechanical or electrical systems.
 - Making any repairs or having any repairs made to the vehicle other than as approved by the Department head or supervisor.
 - Adding accessories or equipment without approval of the department head or supervisor.
- Employees will be responsible for the appearance and cleanliness of the vehicle, both interior and exterior.
- Employees will change flat tires when on or off-duty. Repairs to the tires will be made as authorized by my department head or supervisor.
- Damage to a county-owned vehicle caused by negligence of the employee will not be tolerated and the employee may be responsible reimbursing the cost of damages.
- Prior to reporting for duty, an employee assigned a county-owned vehicle will conduct a maintenance check at least once per week of the transmission fluid level, hoses and tire pressure. Any problems with vehicle maintenance will be reported to the supervisor/manager immediately.
- Should a county owned vehicle require towing the employee will immediately contact their department head or supervisor and is required to submit a report of explanation in regard to the incident.

Accidents in vehicles

Please refer to the Accidents and Injury Policy.

Cell Phones

Cell phones may be issued to County employees when use of a cell phone is necessary for the performance of duties and approved by an Elected Official. County issued cell phones should be used and reported according to the following policies:



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- Cell phones are for the conduct of County business only;
- no personal use of a County-issued cell phone is permitted, except for *di minimis* personal use or on an occasional basis;
- Cell phone records will be reviewed randomly by the Elected Official or Department Head and employees will be required to account for any inappropriate personal use if apparent.
- **County employees are advised that they have no expectation of privacy in regard to the use of County issued cell phones, pagers or other electronic devices or the data or information collected by or related thereto.** All such devices are subject to inspection, seizure and removal at any time in the discretion of County officials.

County Purchased Clothing

Any clothing purchased by the County for employees to wear at work, or on official County business, is County property. When an employee leaves employment, the clothing must be returned.

Records

No employee shall falsify county reports or records.