

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: <sup>4.04</sup>~~24.1~~

ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: August 1, 1994

SUBJECT: USE OR APPROPRIATION OF CITY-OWNED  
PROPERTY FOR PERSONAL CONVENIENCE  
OR PROFIT

SUPERCEDES: May 1, 1979

I. PURPOSE

To establish a uniform policy pertaining to the use or appropriation of City-owned property by City employees for personal convenience or profit.

II. APPLICABILITY

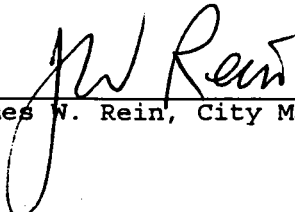
All City employees within departments which are under the direction of the City Manager shall be covered by this policy.

III. POLICY

A. Appropriation of City Owned Property

No City-owned property, including that which is designated as "junk" or surplus to the needs of the City, may be appropriated by City employees for personal use or gain either during, or upon termination of, employment with the City. Any such appropriation shall constitute an act of theft and shall be subject to the guidelines of Administrative Regulation No. 20.7, Personnel Department--Disciplinary Policy, effective date September 11, 1987.

B. No City employee shall utilize City-owned property either on or off City premises for personal gain or convenience. This prohibition shall also apply to the borrowing and removal of City-owned property from City premises for temporary use. Violations of this prohibition shall also be subject to the aforementioned Administrative Regulation No. 20.7.

  
\_\_\_\_\_  
James W. Rein, City Manager

7/21/94  
Date