



ADMINISTRATIVE PROCEDURE

SUBJECT: GENERAL – DISTRICT EQUIPMENT/FACILITIES	Number <u>I-3</u>	<u>Effective Date:</u> Issued: <u>4/20/87</u> Revised: <u>3/8/02</u>	Page 1 of 1
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PURPOSE:

To establish a policy which will eliminate the District's liability for non-work related injuries and/or accidents, and reflects the fiduciary responsibilities of protecting the public's investment in public property, in accordance with State law and District Code of Regulations.

POLICY:

1. The utilization of District equipment and materials is authorized only for paid work-related activities.
2. District facilities may not be used for unauthorized activities by employees without the approval of the General Manager or his designee.

RESPONSIBILITY:

It is the responsibility of each employee to follow the provisions of this administrative procedure. When in doubt, employees should consult with their Supervisor or Department Manager. It is the responsibility of each supervisor to ascertain compliance with this administrative procedure and to report any violations to the General Manager's office.

APPROVED:

Walter J. Bishop
General Manager