

City of Richmond

Administrative Manual

SUBJECT: Loss or Damage to City Property

SECTION: Risk Management

POLICY NUMBER: AP 401

INITIAL DATE PREPARED: April 24, 2000

LAST DATE REVISED:

I. Purpose

To establish a method for minimizing the possibility of loss or damage of City property and to set forth a procedure to deal with loss or damage, if and when it occurs.

II. Policy

The City of Richmond shall strive to minimize the possibility of loss or damage of City property by providing appropriate security and by continually ensuring that City employees are kept informed and aware of necessary precautions to prevent loss or damage from occurring.

III. Procedure

In order to minimize the potentiality of loss of damage of City property, City employees shall adhere to the following guidelines:

- A. The use of city equipment shall be confined strictly to official business of the City of Richmond.
- B. City facilities, vehicles, lockers and other items that can be secured shall be kept locked when not in use.
- C. Seat belts shall be worn by all persons riding in City vehicles. Employees shall not ride in the back of truck cabs.
- D. Unauthorized persons shall not be permitted on City property or City facilities.
- E. Upon leaving an area within City facilities, employees shall close doors, windows and gates.

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- F. Persons who appear to be strangers who enter City facilities or offices shall be stopped and questioned as to their purpose. If the person or persons appear to have legitimate reasons for their visit, they shall be escorted to the persons they wish to see or area in which they intend to be. Such persons shall not merely be given directions and sent off alone.
- G. Small equipment shall not be left unattended, even for short periods of time. If such equipment is not being used, it shall be adequately secured.
- H. All materials and equipment shall be put away at the end of each working day, or returned to their place of safekeeping.
- I. As appropriate, employees shall be familiar with the various security systems and alarm procedures in their working areas.
- J. Any and all unusual activity noticed by a City employee shall be reported to his or her immediate supervisor.

In the event of loss or damage to City of Richmond property or to property in the custody of the City of Richmond, the employee involved and/or observing shall prepare an Accident/Incident/Damage Report AP 108-1 and delivered it to the Risk Manager. Copies of the report shall also be submitted to the appropriate operating department director.