

Guideline for Off Duty Employee, Volunteer and Law Enforcement Use of Municipal Garage Facilities and Equipment

- All such use shall be pre-approved by the Town Manager, Public Works Director or Fire Chief depending on facility/employee/user involved.
- Facilities may be used with such approval for light maintenance and washing vehicles outside normal business hours.
 - Any vehicles serviced must be owned and registered to employee, spouse or immediate family member, as defined under the Personnel Policy
- Law enforcement officers may use facilities during regular business hours as long as such use does not impede any municipal work activities and is pre-approved.
- Town facilities and equipment must be cleaned and returned to serviceable use immediately following any use and vehicle removed before the start of the next business day.
- There shall be no use of any municipal motorized vehicles or equipment
- Violations:
 - First violation- employee will receive 30 day suspension from use of facilities following notice
 - Second violation- employee will be permanently banned from using facilities for personal use unless more serious disciplinary action is warranted.
 - Volunteers and law enforcement officers use privileges are subject to immediate termination if deemed appropriate by involved supervisory staff.
- This policy is in addition to the provisions already contained within the Personnel Policy, Code of Ethics and/or departmental rules