



Administrative Directive

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| Title: Insurance Coverage for Personal Property of City Employees and Volunteers | | Index Number: AD 5.03 |
| Date of Adoption: 08/28/89 | Date of Revision: 09/29/94 | Page 1 of 2 |

1.0 **Purpose and Need**

In certain instances it is necessary for City of Virginia Beach employees or volunteers to use items of their personal property in order to accomplish their official job duties. The use of such personal property in the conduct of official job duties is a benefit to our citizens. As a result there is a need to protect our employees and volunteers from the risk of possible financial loss due to damage or destruction of their property while on city premises or in city vehicles.

2.0 **Directive**

It is the policy of the city that liability for loss of, or damage to, an employee's or volunteer's personal property shall be assumed by the City of Virginia Beach when such personal property is authorized as necessary for the conduct of official job duties in accordance with the requirements set forth herein. The city assumes no other responsibility for insuring or safeguarding the personal property of employees or volunteers beyond the provisions of this policy.

3.0 **Procedure to Accomplish Administrative Directive**

Department Directors and Administrative personnel shall make certain that all employees within their jurisdiction are instructed regarding the procedures for obtaining authorization for the use of personal property for the performance of official job duties. Department Heads have discretionary authority to require or approve the use of such personal property which will then be insured by the city while maintained on city premises or in city vehicles and when the **Specific Requirements** section of this directive has been met.

4.0 **Responsibility and Authority**

The Risk Management Administrator shall be responsible for the coordination and administration of this directive in accordance with the direction of the City Manager.

5.0 **Specific Requirements**

In order for an employee/volunteer to be eligible for reimbursement under this directive, the following requirements must be met:

1. The requirement or authorization that an employee must or may use the specific personal property which is the subject of a claim must appear in the employee's job description, the employing department's operating procedures or in a written authorization for such use signed by the employee's/volunteer's Department Head. **This documentation must be in effect prior to the occurrence giving rise to the employee's claim.**
2. An inventory of such required or approved personal property shall be taken and kept on file in the employing department's official files. Such inventory shall include brand names, serial numbers, the age and condition of the property and the cost of the items.

5.0 **Specific Requirements (continued)**

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3. If a locker or other locked area is provided to the employee/volunteer for the purpose of securing personal property, such personal property must be placed in the provided facility and the facility must be locked prior to the employee/volunteer leaving work each day. Tool boxes and similar containers designed to hold the employee's/volunteer's personal property shall be equipped with locking devices and it shall be the employee's/volunteer's responsibility to make certain that the lock is secured before the employee/volunteer leaves work each day.

4. This directive does not apply to, nor shall the city be responsible for, damage, theft or other casualty of an employee's/volunteer's personal property which is located on city premises or in city vehicles and was brought for the sole comfort or benefit of the employee (e.g., brick-a-brack, radios, pictures, clocks, watches, jewelry, pocketbooks, plaques, etc.).

Approved as to Content: Robert W. Esenberg 11/07/94
Risk Management Administrator Date

Approved as to Legal Sufficiency: Richard J. Beaver 11/07/94
City Attorney's Office Date

Approved: James K. Spore 11/17/94
City Manager Date