



USE OF CITY PROPERTY

PM-62-08

Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

Pursuant to City of Memphis Code of Ordinances, Article III, Sec. 2-41 UNAUTHORIZED USE OF CITY PROPERTY, employees of City of Memphis Government shall not convert, for personal use, any money, property, or other items belonging to the City. Unauthorized use of any City equipment is prohibited. **EXAMPLE:** Borrowing or loaning of tools, the use of copy machines, etc., for personal purposes.

Failure of any City employee to comply with this policy will lead to disciplinary action up to and including termination.

It is incumbent upon each Division Director of the City of Memphis Government to make their employees aware of the USE OF CITY PROPERTY policy, and to post this policy on all employee bulletin boards located within their Division.