

Personal Use of City Equipment

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PURPOSE

Virtually all City employees have access to some City-owned equipment that helps them perform their prescribed duties. The purpose of this policy is to define appropriate and inappropriate uses of City-owned equipment. The policy expands on the general discussion of the subject found in the City's [Code of Ethics Policy](#).

For the purpose of this policy "City-owned equipment" is defined as any City-owned piece of equipment made available to employees for use in accomplishing assigned tasks. City-owned pieces of equipment include but are not limited to:

- Telephones
- City issued mobile communication devices
- Pagers
- Computers
- Printers
- Computer hardware/software
- Copiers
- Calculators
- Office equipment
- Furniture
- Office supplies
- Athletic equipment

"For personal use" is defined as any task not related to official City business.

For additional information regarding Internet and computer usage, please see the City's [Use of Email, Internet Services and Other Electronic Media Policy](#).

For additional information regarding City vehicle usage, please see the City's [Use of City and Personal Vehicles Policy](#).

For additional information regarding use of City issued cellular phones, please see the City's [Mobile Communications and Devices Policy](#).

POLICY

1. General Policy

It is the policy of the City of San José that use of City equipment issued or made available to employees is intended solely for use in performance of authorized City tasks and official City purposes only. Use of City equipment for personal use or private business is prohibited and violators of this policy will be subject to disciplinary action. Employees who are uncertain whether

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a specific task constitutes City use or personal use should consult their supervisors or the Office of Employee Relations.

Employees are responsible for exercising due care in securing and maintaining City equipment in their possession. City equipment that is lost or damaged while assigned to an employee must be reported to the employee's department. The employee must write a memorandum that includes the details of the situation or event that resulted in the loss or damage to the assigned equipment.

If City issued equipment is stolen while in the possession of an employee, the employee must file a police report and submit a copy of the report to the department for review. Reports of lost, stolen, or damaged City issued equipment will be reviewed and assessed on a case-by-case basis.

2. Exception

City equipment, including telephones and any City-provided communication platforms (e.g. Zoom, Teams, etc.), are provided to employees to aid them in carrying out their official duties. It is recognized that from time to time employees need to make/receive personal calls. (Please refer to the City's [Mobile Communications and Devices Policy](#), for information on mobile communication device usage.) It is appropriate to use City-provided communication platforms (e.g. Zoom, Teams, etc.) for such communication within the following guidelines:

- A. Personal communication may be a distraction from the employee's assigned duties. Accordingly, such communication should be of short duration and infrequent. Supervisors are responsible for ensuring that personal communication does not negatively impact services to the public or departmental operations.
- B. Communication of a personal business nature (e.g. selling goods or services) shall not be made or accepted using City-provided communication platforms (e.g. Zoom, Teams, etc.).
- C. City telephone numbers should not be listed in want ads, sales offers, bulletin boards, newspapers or any electronic media form in conjunction with personal use and/or personal business.
- D. City-provided communication platforms (e.g. Zoom, Teams, etc.) should not be used for personal, international calls. Employees are required to pay for any personal international/toll calls appearing on the department's monthly bill and may be subject to disciplinary action.

Approved:

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 Director of City Manager's Office of
 Employee Relations/Human
 Resources Department

 January 5, 2026
 Date

Approved for posting:

 /s/ Jennifer A. Maguire
 City Manager

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 Date