

# **Brown Township**

## **Township Property Policy**

### **General**

All employees are expected to respect the property of the Township. Employees shall not:

- Use Township facilities and/or equipment for personal projects.
- Deliberately destroy Township property.
- Use Township property without authorization.
- Remove Township property without authorization.
- Use Township property in an improper manner.

### **Township Vehicles and Motorized Equipment**

Employees are expected to adhere to the following rules governing use of Township vehicles:

- Township vehicles and motorized equipment shall be operated only by Township employees.
- Only a Township employee with a valid driver's license or commercial driver's license (if required) may operate a Township vehicle.
- Township employees must provide proof of automotive liability insurance to the Fiscal Officer before driving Township vehicles.
- Occupants are required to use seatbelts when driving or riding in Township vehicles.
- Operation of a Township vehicle under the influence of alcohol or drugs is strictly prohibited.
- Township vehicles may not be used for personal business.
- Employees are prohibited from using an electronic communication device while driving any vehicle on Township business.
- Township vehicles will be kept neat and clean. No trash should be allowed to collect inside a Township vehicle.
- Township vehicles will be operated in a safe and courteous manner at all times.
- A traffic citation received by a Township employee while in a Township vehicle will be the responsibility of the employee. Employees have an affirmative duty to properly report to the Board of Trustees accidents, incidents, and/or citations incurred while operating a Township vehicle.

## **Township Computers**

Employees using Township computers should follow the guidelines below. These guidelines exist to ensure the integrity of the Township's equipment and to maintain the highest level of professionalism.

All computer resources, including, but not limited to, equipment/hardware, software, documentation, and data are to be used for Township business only. Personal use of Township computers is prohibited. The privacy of Township files and systems must be respected and guarded. The Township retains the right to review, audit, or monitor directories, files, and emails. Employees should have no expectation of privacy in their use of Township computers and related equipment.

Employees will be held accountable for their use and misuse of the internet and email. The following guidelines shall be followed in the use of Township computers and their access to the internet:

- Email is intended to be used for business purposes only.
- Email shall not be used for operating a business for personal gain, sending chain letters, or soliciting money for religious or political causes.
- Email shall not contain offensive or harassing statements, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- Email shall not contain incendiary statements which might incite violence or describe or promote the use of weapons or devices associated with terrorist activities.
- Email shall not be used to send or solicit sexually oriented messages or images.
- Email shall not be used to disseminate or print copyrighted materials, including articles and software, in violation of copyright laws.

Only software and hardware that the Township has purchased and installed may be used on Township equipment. Copying software, data, or documentation for personal use or for use on personal machines is strictly prohibited by the Township and by law.

## **Township Cell Phones**

Brown Township may provide cell phones to certain employees for use by those employees in the execution of Township duties. The employee assigned the phone shall be responsible for the physical security of the cell phone. Under no circumstances shall an employee use a Township-provided cell phone to make personal calls. The employee assigned to the phone will be responsible for any unauthorized calls made from the phone.

## **Township Hall Furnishings**

Tables, chairs, and other furnishings in the Township Hall are exclusively for use in that building and are not to be removed without specific authorization by motion of the Board of Trustees.

*5/3/2025*