



ADMINISTRATIVE REGULATION

USE OF LFRA RESOURCES (Revised from City AR-00026)

FESSAM #10a.1

Effective: 01/01/2016

I. SCOPE:

This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) employees including Regular, Temporary and Seasonal.

II. PURPOSE:

The Administrative Regulation ensures that all LFRA employees are provided with some basic policy, procedure and guidelines on the use of LFRA resources by LFRA employees. This AR is intended to provide reasonable policies to protect employees and LFRA from liability and from any perception of impropriety regarding the use of LFRA resources. It is not intended to provide definitive direction on all circumstances that may arise involving questions regarding the appropriate and inappropriate use of LFRA resources.

III. DEFINITIONS:

- Not applicable.

IV. POLICY:

It is the expectation that all employees will apply their best professional judgment in every situation with the understanding that use of LFRA resources is not an entitlement or perk of the job. LFRA resources are the property of the public and any use of those resources must not violate the community's trust in us to always use public resources wisely and appropriately. Any questions regarding appropriate use of LFRA resources should be directed to the Division Chief or his/her designee.

- No expendable LFRA resources, other than incidental items, should be used for private purposes.
- Employees must not use LFRA equipment or resources on their private property except for conducting LFRA business or with the approval of their supervisor.
- Employees may not use LFRA equipment, space or resources to work on their private vehicles, activities related to secondary employment or business, etc. without the expressed permission of their supervisor. An exception to this policy is allowed under specific circumstances in the vehicle maintenance shop because these employees own their own tools. Specific guidelines regarding what is allowed and not allowed in the vehicle maintenance shop are communicated through the vehicle maintenance division.
- Use of LFRA vehicles for personal use is not allowed except as outlined below:
 - Employees using LFRA vehicles for commuting to and from work and while on-call may transport family members in these vehicles on an incidental basis only (e.g. dropping children off at school on the way to work).



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- Employees required to report to work sites after hours (e.g. on call, emergencies, etc.) are expected to exercise caution in bringing non-employees to the work site. Employees are expected to avoid exposing non-employees to any risk of injury or danger.

Basis For Mandate:

- Internal governance

VI. PROCEDURE:

Not applicable.

VII. OTHER RELATED REGULATIONS & PROCEDURES:

Not applicable.

VIII. LFRA FIRE CHIEF SIGNATURE:

Mark Miller, Fire Chief