

**TOWNSHIP OF VERONA
COUNTY OF ESSEX, NEW JERSEY**



POLICIES AND PROCEDURES

Policy Title:	Municipal Property, Safe-Keeping
Policy Reference No:	8-11
Release Date:	16-December-2020
Approved By:	Matthew Cavallo, Township Manager
Authority:	§ 36-1 (C)
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Applicability:	All Employees

All employees are responsible for ensuring the safekeeping of any municipal property, materials, and equipment issued to them. All materials and equipment issued to you and/or used in the fulfillment of your job are municipal property and shall not be used for personal use. The unauthorized removal of municipal property or personal use of municipal property may lead to disciplinary action up to and including termination.

If you discover a problem with any piece of equipment issued to you, you must report it immediately to your supervisor so that the problem may be resolved. Lastly, we reserve the right to pursue legal action to recover any lost or stolen municipal property.

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Revision No.	Revision Date	Nature of Revision	Approved By