



CITY OF ROCKLIN

MEMORANDUM

DATE: December 8, 1997

TO: All City Employees

FROM: Rex E. Miller
Director of Administrative Services

RE: Liability for Personal Property

A handwritten signature in cursive script, appearing to read "Rex E. Miller", is written over the printed name and title.

This memo is a restatement of the Liability for Personal Property policy statement originally issued on July 10, 1991.

This policy statement defines the responsibility of the City for the security of or damage to personal property of employees that is brought into the workplace. This applies to items that are purely for personal use or enjoyment of the employee such as radios, pictures, vases or other similar items that are not required in the performance of the employee's duties.

The City will neither encourage nor discourage the use of such personal items in the workplace as long as the appearance of the item is in good taste and does not detract from the business function of its location. The department head shall have authority to approve the use or placement of any such item.

The physical security of personal property in the workplace shall be entirely at the risk of the owner of the property. The City shall assume no responsibility or liability for loss, damage or misuse of such property. Security shall be the complete responsibility of the owner.

REM:wd

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