

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

USE OF PROPERTY AND EQUIPMENT

POLICY NO.	12.10	EFFECTIVE:	01/02/2024
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A. County property and equipment. County vehicles, machinery, uniforms, badges, equipment, materials, supplies and other items used by or assigned to a County employee in connection with the performance of his job duties are for official county business only. Any unauthorized or inappropriate usage is prohibited.

B. All such items are the sole property of the County of Madison and must be returned to the employee's immediate supervisor upon separation from employment or movement into another position.

C. Employees' property and equipment. Employees shall perform their job duties utilizing equipment and materials provided by the County except for de minimis, incidental use approved by employee's supervisor. No employee shall utilize his own equipment, materials or supplies in the performance of County duties in excess of de minimis, incidental use, without advance written approval of his supervisor. At the time of such approval, agreement must be reached as to the terms and conditions upon which such privately-owned equipment will be utilized in performance of County functions, including compensation, liability, maintenance, wear and tear, etc.

D. Employees authorized to take home County owned vehicles. The following County employees are essential to public safety and subject to being called in or mobilization at any time and they are, therefore, authorized to take their assigned County vehicle home during off-work or non-scheduled hours:

1. Employees under the supervision of the Madison County Sheriff; as directed and authorized by the Sheriff and as vehicles are made available to the Sheriff's office;
2. Animal Control Officers employed by the County, as vehicles are available and provided the employee lives within 20 miles of the Madison County line,
3. The Emergency Services Coordinator, as vehicles are available and provided the employee lives within 20 miles of the Madison County line,
4. The Director of Emergency Communications, as vehicles are available and provided the employee lives within 20 miles of the Madison County line,

5. The Director of Emergency Medical Services, as vehicles are available and provided the employee lives within 20 miles of the Madison County line, and
6. On an event-by-event basis, employees designated by the County Administrator that would respond to an impending emergency event or be involved in the initial post-event mitigation.
7. County Administration and such management staff, as vehicles are available and the employee lives within Madison County.
8. Facilities and Maintenance Department staff when associated with pending or called for adverse weather conditions (snow, ice storms), so that such staff will be better able to reach county facilities with proper and necessary snow plowing and spreader equipment.