

POLICY TITLE: <b>Use of Equipment/Materials by Employees</b>		
ADOPTION/EFFECTIVE DATE: 6/9/1986	MOST RECENTLY AMENDED: 6/14/2010	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

### I. Purpose

The purpose of this policy is to set forth criteria regarding employee use of equipment and materials off school premises.

### II. Policy Statement

- A. Harford County Public Schools (HCPS) employees may be authorized to temporarily possess and use school equipment and materials, including vehicles, if such possession and/or use is related to the employee's job function and has been approved by a Director, a member of the Superintendent's Senior Staff, or the Superintendent.
- B. The employee, while in possession of and/or using the equipment/materials, shall use reasonable and ordinary care.
- C. In the event HCPS equipment or materials, while is in the possession of or being used by an HCPS employee, is damaged or destroyed as a result of the employee's negligent or intentional act, the Superintendent is authorized to seek restitution from the employee as allowed by law to reimburse HCPS for such loss or destruction, and the employee shall be subject to disciplinary action as appropriate.

### Board Approval Acknowledged By:

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Robert M. Tomback, Ph.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	6/9/1986				
Reaffirmed	1/21/1998				
Reaffirmed	5/6/2002				
Amended	6/14/2010				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Patrick P. Spicer, Esquire</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>
PERSON RESPONSIBLE: <b>Patrick P. Spicer, Esquire</b>		JOB POSITION OF PERSON RESPONSIBLE: <b>General Counsel</b>
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
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