

CITY OF HAMILTON, OHIO

No. 108

ADMINISTRATIVE DIRECTIVE

Effective Date: 4-28-16

Supersedes: No. 108 dated 04/29/65

Approved by: Joshua A. Smith,
City Manager

SUBJECT: MUNICIPAL GARAGE REGULATIONS

PURPOSE: To safeguard City property at the Municipal Garage.

REFERENCES: Memorandum of City Manager dated 04/29/65.

1. Policy.

THE HAMILTON MUNICIPAL GARAGE IS A CONTROLLED ACCESS FACILITY.

- a. There shall be no visiting, loitering, or trespassing permitted at the Municipal Garage and grounds at any time. This includes any and all visitors and off-duty City of Hamilton employees.
 - i. All visitors must check in at the front desk (vestibule) and remain there until an on-duty City employee is available to talk to them. No visitor shall be permitted to walk about the facility without escort.
 - ii. The only exclusion will be holiday lunches or other special occasions such as retirements from this requirement.
- b. All Contractors/Vendors will only receive access to the compound and building during normal operating hours, unless written permission is granted by the City Garage Superintendent.
- c. No one is to visit or loiter in or use the Fleet Maintenance work area at any time, except when specifically authorized by the City Garage Superintendent.
- d. The Municipal Garage and employee parking lot are reflected in Administrative Directive No. 407 – Weapon Free Policy applies to any “City property”, including but not limited to, all City-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways. Furthermore, “City property” includes all City-owned or leased vehicles and all locations at which employees conduct business as representatives of the City. “City worksite” includes any place that City employees are performing work. “City programs” include on and off-site meetings and any other City sponsored or arranged events of any kind. For further clarification refer to Administrative Directive No. 407 and/or your supervisor.
- e. All City of Hamilton Municipal Garage employees are required to utilize the employee parking lot unless prior written approval has been obtained by their Department Director. No one shall store any vehicle, equipment or any other product or material at the Municipal Garage compound, employee parking lot or the CNG fueling station.

2. Responsibilities.

- a. The City Garage Superintendent shall be responsible for the operation of the Municipal Garage and grounds and its security, and shall enforce all regulations and shall report any infractions, suspicions, unusual circumstances, etc.
- b. All City employees are to report trespassing and stealing of City property and/or equipment.
- c. **These regulations shall be posted and all supervisors shall inform their employees of same.**

3. Fuel, Material and Equipment Storage/Use.

- a. Gasoline, diesel and CNG motor fuels can only be utilized in City owned or leased vehicles and equipment and shall only be accessed through the City of Hamilton's *Chip Key* system. No one shall fuel, attempt to fuel or gain access to any fuel, oil, fluid or any other product for any other purpose.
- b. To allow fueling of non-city vehicles (another government entity for example), a Memorandum of Understanding between both parties must be executed by authorized personnel before a non-city vehicle may be permitted to use City of Hamilton fuel.
- c. No one shall use or be permitted to use any City of Hamilton tool, supply, material, vehicle, equipment or other property for any private or personal use. With prior approval, employees may be given permission to enter the facility to retrieve personal tools maintained in the garage.
- d. Lockers provided by the City of Hamilton for employee's use are subject to inspection.
- e. Employee vehicles on the Municipal Garage compound and/or the employee parking lot are subject to inspection.
- f. No one shall borrow or be permitted to use any of the mechanics' personally owned tools at the Municipal Garage without obtaining the specific and definite approval of their supervisor and the tool's owner.
- g. All materials and equipment that are subject to theft shall be kept in a secure place and manner.
- h. All used material or equipment that is salvaged for future use shall be stored in a neat, compact and proper manner.
- i. All scrap or discarded materials shall be placed in the bins provided for this purpose. Such material shall not be placed or stored in the Garage or outside storage area.

4. Disciplinary Policy.

- a. Any person that violates any section of this Administrative Directive or found trespassing, stealing, disabling or intentionally damaging any City of Hamilton or privately owned property at the Municipal Garage shall be prosecuted and/or subject to disciplinary actions up to and including dismissal.