



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

Number	602
Responsible Department	Public Works
Established/Effective Date	8/1/2007
Latest Revision Date	10/17/2023
Next Review & Reauthorization Date	10/17/2025

SUBJECT: Use of City Equipment

- Purpose:** This regulation provides a policy for use of City equipment.
- Authority:** Section 401 of the Huntington Beach City Charter; [Section 7-2 \(20\) of the City of Huntington Beach Personnel Rules](#).
- Application:** This regulation applies to all Huntington Beach City employees, City officials, and to all City equipment as defined below.
- Definitions:**
 - 4.1. City Equipment** – Shall mean property, equipment, facilities, and materials purchased and/or owned by the City of Huntington Beach.
- Policy:**
 - 5.1. Use of City equipment for a purpose other than City business is prohibited. No City employee or official shall take, transport, use, approve, cause or assist in the taking, transporting or use of City equipment away from City property or facilities with the intention of using equipment for personal use or private business.
 - 5.1.1. This includes but not limited to printers, copying machines, and telephones. For more information regarding IT equipment and computing resources, refer to [AR 605 Computing Resource Use](#).
 - 5.1.2. Regarding the funding, acquisition and use of military equipment by Huntington Beach Policy Departments (HBPD) per AB 481 and [Ordinance No. 4255](#), please refer to the HBPD's Military Equipment Use Policy and Inventory.
 - 5.2. Exception may be granted with the expressed written approval of the City Manager, Department Head, and/or approval of the City Council when there is a discernible public interest.
 - 5.3. The violation of this policy will be subject to disciplinary action.
- Responsibilities:**
 - 6.1. It shall be the responsibility of all City employees and officials to comply with the letter and the intent of this regulation. All City employees and officials are responsible for exercising due care in securing and maintaining City equipment in their possession (refer to [AR 918](#)



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[Property Loss Claim Processing Procedure](#) for any loss or damage to City property and equipment).

- 6.2. It shall be the responsibility of all supervisors and managers to assure that employees comply with this regulation and to take appropriate disciplinary action when violations occur, in consultation with the Human Resources Department.

Distribution:

All employees may access the Administrative Regulations via the [SurfNet](#) or City website: www.huntingtonbeachca.gov/AR

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Director, Public Works
Initiating Department

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Approved as to Form
Michael Gates, City Attorney

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Al Zelinka
City Manager

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE