

*SOP #20*

*Salem Public Works Department  
Standard Operating Procedures*

**USE OF TOWN-ISSUED EQUIPMENT**

**EFFECTIVE DATE:**  
November 1, 2006

**ORIGINATION DATE:**  
November 1, 2006

All equipment, clothing, Personal Protective Equipment (PPE), phones, pagers, computers, lockers, offices, ID badges, keys, security codes, manuals, etc. issued to employees to conduct town business are considered to be property of the Town of Salem, NH DPW and will be turned in at the termination of their employment. The employee is expected to give these materials to his or her supervisor or his designee or contact human resources to "turn in" ALL Town property that was issued.

All property and equipment is to be used safely and in accordance with manufactures specification and any other applicable policies governing such use.