

**AN ORDINANCE**

To amend the City of Douglasville's Personnel Policies and Procedures to provide for a new section 17-17 to address the procedures of reporting lost or stolen city equipment; to repeal conflicting ordinances; and other purposes.

BE IT ORDAINED by the Mayor and City Council of Douglasville, Georgia, and it is hereby ordained by the authority thereof as follows:

**SECTION ONE**

That the Personnel Policies and Procedures of the City of Douglasville is hereby amended by adding a section, to be numbered section 17-17, which reads as follows:

Section 17-17. – Lost or Stolen City Equipment Reporting Procedures.

For the purpose of this section, "City Equipment" means any equipment owned by the City of Douglasville or issued to employees by the City of Douglasville, including, but not limited to, City laptops, City computers, City cell phones, and employee ID badges.

A. Stolen Equipment. In the event that any City Equipment is stolen, the city employee must take the following actions:

- (1) Contact the local police department that has jurisdiction of the place of the theft to file a police report. The police department will conduct a formal investigation and take a statement for the report with a case number. Once the city employee receives a copy of the police report, it needs to be submitted to the Information Technology Department;
- (2) Contact the city employee's immediate Supervisor after filing a police report, to inform them of the stolen equipment within 24 hours of the event; and,
- (3) Email the Information Technology Department at [helpdesk@douglasvillega.gov](mailto:helpdesk@douglasvillega.gov), as soon as possible, a brief description of the stolen equipment and incident and the police report, if available, and copy the city employee's immediate supervisor on this email. Follow-up emails to the Information Technology Department may be necessary if the police report was not yet available on the day of the incident but later becomes available. The city employee shall also copy his or her immediate supervisor on subsequent emails sent to the Information Technology Department pertaining to the stolen City Equipment.

B. Lost Equipment. In the event that any City Equipment is lost, the city employee must do the following:

- (1) Contact the city employee's immediate Supervisor to inform them of the lost equipment within 24 hours of the event; and,
- (2) Email the Information Technology Department at [helpdesk@douglasvillega.gov](mailto:helpdesk@douglasvillega.gov), as soon as possible, a brief description of the lost City equipment, and copy the city employee's immediate supervisor on this email.

- C. ID Badge. If a city employee's City ID Badge is lost or stolen, the city employee shall email the Information Technology Department at [helpdesk@douglasvillega.gov](mailto:helpdesk@douglasvillega.gov) as soon as possible to disable the access rights associated with the ID Badge. The city employee shall also copy his or her immediate supervisor on this email.

## SECTION TWO

This ordinance shall become effective on the date after its enactment.

## SECTION THREE

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Ordained this the 7<sup>th</sup> day of February, 2022.

  
Rochelle Robinson, Mayor

  
Terry Miller, Mayor Pro Tem

  
Mark Adams, Councilmember


  
Dr. LaShun B. Danley, Councilmember

  
Sam Davis, Councilmember

  
Howard M. Estes, Councilmember

**ABSENT**

Nycole N. Miller, Councilmember

  
Chris "Coach" Watts, Councilmember

Attest:

  
Vicki L. Acker, City Clerk