

Tuscarora Township

8.0 Township Property

Property Management

8.1 Identifying Township Assets

Assets that have a value of at least \$250.00 (excluding furniture) shall be identified and inventoried, and safeguarded to prevent loss. All furniture and office equipment, regardless of value will be inventoried.

Real Property. must follow the same break-down described below for identifying, inventorying, and disposal.

Real property not identified in the master plan for development must be sold.

When real property is sold, it must be sold at fair market value in accordance with Michigan law. The value must be established by the township assessor, an independent appraiser or a Michigan licensed real estate broker or agent. When excess property is identified and value established, it must be sold either by a Michigan licensed real estate broker or by sealed bid where the minimum bid is the established value.

If a private party approaches the township with an unsolicited offer to purchase property, the value must be established as described above. Before accepting such an offer, the township must first offer the property to the general public through publication of two notices in a general circulation newspaper and posting on the township web page.

8.2 Inventory of Assets

The Administrative Assistant or designee shall maintain an inventory of the township's assets, and shall add or remove assets from the inventory at the time of acquisition or disposal. Department heads shall inventory all assets assigned to their department, at least annually and at the time of acquisition, and shall submit the inventory to the Clerk.

The inventory of assets shall include the following information on each asset:

- Description of asset
- Responsible department
- Location
- Acquisition cost (if gift, estimated fair value at time of donation)
- Permanent identification number

8.3 Inventory Tagging

All assets shall be tagged with a label that includes the permanent identification number.

8.4 Lost or Damaged Township Property or Equipment

Any lost or damaged equipment shall be reported immediately to the Administrative Assistant.

8.5 Disposal of Fixed Assets

Department heads shall make note on the annual inventory, or shall notify the Administrative Assistant sooner if desired, of any equipment that would be appropriate for disposal. The clerk shall prepare a list of all such equipment

recommended for disposal and shall submit the recommended disposal of fixed assets list to the Township Board for approval.

The township shall not make a gift or donation of township property with any remaining value.

Township officials and employees are not eligible to purchase township fixed assets by negotiated sale without the approval of the board. An elected official shall refrain from voting on any negotiated sale involving the elected official.

Disposal of Equipment Policy (As adopted August 14, 2012)

1. After formal approval of the Board and under the supervision of the Supervisor, unwanted equipment owned by the Township will be clean and disposed of through the following sealed bid process.
2. Notice will be given listing all items to be disposed of and the deadline by which to submit a sealed bid for any or all of the items. Tuscarora Township has the right to reject any or all bids.
3. The bidder submitted the highest bid will be sold the item or items in question. When two or more bidders submit the same bid, then Tuscarora residents will be given preference over non-Tuscarora residents. After that there will be a blind drawing to determine the successful bidder.
4. All items must be paid for in cash or certified check when they are picked up by the successful bidder within seven (7) days of receiving notification unless other arrangements have been made with the Township Supervisor. All items are sold "as is" and shall not be returned to the Township.
5. Any equipment not sold through this sealed bid process may be put up for sale on a "first come" basis with the same terms and conditions stated in o paragraph 4, or disposed of at the Board's discretion.

Township Facilities

8.6 Township Board Authority for Township Facilities

Township facilities are public property, but they are not open to public use unless the township board has so directed. The township board shall determine which township facilities will be open to public access and use, and the degree of public access and use. The Supervisor shall establish procedures for opening, closing and the security of township facilities.

8.7 Hours of Business

The township office shall be open to the public at a time specified on the township web site.

8.8 Smoking/Vaping

Smoking and Vaping indoors is prohibited at all township buildings and facilities. An individual shall not smoke or vape at a meeting of a township body, or in any enclosed, indoor area owned or operated by the township, including township facilities not open to the public or available only to township staff. There is no exception for private functions held at township facilities.

Township staff shall inform individuals smoking or vaping in violation of this act that they are in violation of state law and subject to penalties.

Persons wishing to smoke or vape on township property shall do so outside. Cigarette butts and packaging shall not be left on the grounds.

8.9 Safety

All township facilities will be maintained for compliance with OSHA and liability insurance standards as they apply to fire hazards, flammable materials and other safety hazards as established by board policy and procedures.

No boxes, files and other items shall be stored in hallways, stairs and landings. Flammable liquids and power equipment shall not be stored in the township hall.

In the event of a fire, all employees will immediately exit the building. All employees shall gather at the parking lot for a head count.

Use of Township Property by Township Personnel

8.10 Personal Use of Township Property

The personal use of the township premises, equipment, machines, tools, supplies, postage or personal use of township labor, shall be prohibited.

8.11 Personal Mail

Personal mail and parcels may be sent from the township office by township personnel. The sender must reimburse the township for all costs.

The township is a business address, and all mail and deliveries received at township facilities are subject to township policies regarding how mail and deliveries will be received and whether mail or deliveries will be opened by the township.

The township is a public entity, and mail and deliveries received at township facilities may be subject to public disclosure if they constitute public records. Township officials, appointees, employees, volunteers and consultants/contractors have no expectation of privacy regarding personal mail or deliveries at township facilities.

8.12 Office Supplies

Township office supplies shall not to be used for non-township purposes.

8.13 Vehicles

Employees may be directed by a department head to take a township vehicle to their residence due to the nature of their work, such as responding to emergency calls. Department heads may also authorize a township vehicle to be driven to and from work because of the lack of a secure place to store the vehicle during hours the office is closed. The use of a township vehicle is not an employee fringe benefit, and personal use is prohibited. Employees may use the vehicle for personal errands, such as making a stop on the way to and from work, so long as no additional mileage or other cost is incurred to the township.

8.14 Bulletin Boards

The township board shall establish policies and procedures governing the use of a township bulletin board for public notices, township business, citizen requests and other notices as approved by the Clerk. Employees who wish to post notices on township bulletin boards must have the prior approval of the Clerk.

8.15 Township Facility Phone Use

Township Phones are for official business. Employees are permitted to make brief personal phone calls.

Computer and E-mail Use

8.16 Computer Use

The township's computer systems (including all hardware and software) are the exclusive property of the township and are provided for creating and transmitting township business-related information. The township treats all computer files, including e-mail sent or received, as business information belonging to the township. In that regard, the township has the capability and reserves the right, with or without notice, to access, monitor, review, copy or delete any computer files, including e-mail sent or received, and all website communications and/or transactions. All computer users have the responsibility to use these resources in a professional, ethical and lawful manner.

8.17 E-mail Use

Some employees may have access to the township's e-mail system for township-related purposes. When transmitting messages via e-mail, employees should consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. The public may have a right to request a copy of e-mail sent or received via the township e-mail system. Because of these concerns, employees shall maintain the highest standards of courtesy and professionalism when transmitting e-mail.

8.18 Internet

Some employees may have access to the township's Internet connection for township-related purposes. Any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism.

The public may have a right to request a record of the sites an employee has visited. The township has the capability to review website access. Employees should not have any expectation of privacy regarding the websites accessed through the computer system. Computer systems may "leave tracks" at websites visited.

8.19 Online Forums

The township recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area. However, any messages or information sent on township-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards and online services—are statements identifiable and attributable to the township. The public may have a right to request a record of messages or information sent on township-provided facilities.

8.20 Personal Use

Limited, occasional or incidental use of township computer systems for sending or receiving e-mail for personal, non-business purposes is understandable and acceptable, but such personal use shall be kept to a minimum and shall not interfere with work responsibilities or work time.

Employees should not expect personal files or e-mail to be protected from review by other employees. As a result, employees should not use the township computer system to create or transmit any information they wish to keep private.

8.21 Township Access to Employee Communications

Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the township. However, the following conditions should be noted:

Electronic communications generated by township resources are potentially subject to Freedom of Information Act requests.

The township reserves the right to gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, websites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis
2. Resource allocation
3. Optimum technical management of information resources
4. Detecting patterns of use that indicate employees are violating township policies or engaging in illegal activity

The township reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other township policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

8.22 Software

The unauthorized use of township software is prohibited. Employees shall not make or use unauthorized copies of software programs. Employees shall not install or run outside software on township computers unless approved by the Clerk. All outside software or documents must be virus-scanned before being installed or run on township equipment.

8.23 Procedure for Reporting Abuse of Computer Privileges/Violation of Policy

A township official, employee or volunteer who is harassed or discriminated against through the use of the township computer system must immediately report this to the Supervisor or Clerk.

Prohibited Uses of Township Property

8.24 Prohibited Uses of Township Property

An official or employee shall not use township facilities, property or equipment including, but not limited to, township mail, township websites, bulletin boards, and offices, cellular or other phones, computers, e-mail, wired or wireless networks or the Internet, for the following prohibited uses:

- Visiting pornographic sites, or acquiring, possessing or transmitting pornographic, obscene or sexually harassing material
- Knowingly creating, transmitting, retrieving, circulating, publishing or storing any communication that is:
 - o Discriminatory, harassing or offensive. Offensive messages include any messages that contain sexual implications, racial slurs, gender-specific derogatory or demeaning comments, or other comments that offensively

address race, age, sexual orientation, religious or political beliefs, national origin, height, weight, marital status or disability. Any unprofessional or harassing comments, regardless of whether they are covered by legally protected classifications, are prohibited.

- o Derogatory to any individual or group
- o Obscene, sexually explicit or pornographic
- o Defamatory or threatening
- o In violation of any license governing the use of software
- o Engaged in for any purpose that is illegal or contrary to the township's policy or public interests
- Violating copyright
- Unlawfully soliciting or promoting commercial ventures, religious or political causes, or outside organizations
- Transmitting information to individuals who are not authorized to receive it
- Engaging in dialogue about confidential, proprietary or non-public information involving the township or any employee, citizen or vendor
- Except in cases in which the township board has granted explicit authorization, employees are prohibited from engaging in, or attempting to engage in:
 - o Monitoring or intercepting the files or electronic communications of other employees or third parties
 - o Hacking or obtaining access to systems or accounts they are not authorized to use
 - o Using other people's log-ins or passwords
 - o Breaching, testing or monitoring computer or network security measures
- Sending e-mail or other electronic communications that attempt to hide the identity of the sender or represent the sender as someone else
- Using electronic media and services in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Approval

The policies included in this manual were approved as official policy of Tuscarora Township. All township officials and personnel are bound by these policies, and any deviation from established policy is prohibited. This policy supersedes all previous policies, implied or written.