

#2019-089

Donna Frederick

From: Brian Neill <opra+request-5912-2e7af58c@requests.opramachine.com>
Sent: Tuesday, June 18, 2019 3:14 PM
To: Donna Frederick
Subject: OPRA request - Take home city vehicles assigned to municipal employees

Dear West Wildwood Borough,

A list of all municipal Employees assigned a "Take Home" vehicle, to include the name of employee and job title. As well as any policies regarding the use of the vehicle.

Yours faithfully,

Brian Neill

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-5912-2e7af58c@requests.opramachine.com

Is dfrederick@westwildwood.org the wrong address for OPRA requests to West Wildwood Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=west_wildwood_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/take_home_city_vehicles_assigned_5

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

No Smoking Policy:

The New Jersey Legislature has declared that in all government buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Borough has adopted a smoke-free policy for all buildings. Borough facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in Borough buildings. Employees are permitted to smoke only outside Borough buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the Borough and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

Use of Vehicles Policy:

Borough owned vehicles shall be used only on official business and all passengers must be on Borough business. Vehicles may be taken home only with the advance approval of the Mayor and Commissioners except Supervisors may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Borough vehicle, it is to be used only for official Borough business; any other use is not permitted. Any violation of this policy constitutes cause for disciplinary action.

Telephone Usage Policy:

Borough telephones are for official business and employees may make a personal call only to inform their family of unexpected overtime. Charges for all other personal calls must be reimbursed to the Borough. The use of hand-held cellphones while driving Borough vehicles or while driving on Borough business is prohibited.

Communication Media Policy:

The Borough's Communication Media are the property of the Borough and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Borough, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

The Borough respects the individual privacy of its employees. However, employee communications transmitted by the Borough Communication Media are not private to the individual. **All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the (local unit type). The Borough reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the (local unit type's) Communication Media.** By using the Borough's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by the Borough's personnel. The existence of passwords does not restrict or eliminate the Borough's ability or right to access electronic communications. However, the Borough cannot require the employee to provide its password to his/her personal account.

SECTION TWO

Workplace Policies

Employee Handbook – Adopted October 6, 2017