

**PRO-302.9  
PROHIBITION ON UNAUTHORIZED USE, DESTRUCTION, OR THEFT OF TRWD  
PROPERTY ADMINISTRATIVE PROCEDURE**

**1.0 Purpose.**

The purpose of this Administrative Procedure is to implement Section 302.3.1 of TRWD Board Policy 302 Employee Standards of Conduct and Code of Ethics, which directs TRWD's General Manager or designee to establish and implement administrative procedures or guidelines that set forth standards of conduct that all TRWD employees must follow with respect to the prohibition on the unauthorized use, destruction, or theft of TRWD property.

It is TRWD's goal that all employees use all TRWD property with care and in a manner that is in the best interest of the District. TRWD employees should be vigilant about the use of TRWD property, and if employees observe or otherwise learn about any unauthorized use or destruction of TRWD property, they should report it immediately, as set forth in this Administrative Procedure.

**2.0 Scope.**

This Administrative Procedure applies to all departments, divisions, and offices within TRWD, and to all TRWD employees.

**3.0 Definitions.**

The following definitions apply to this Administrative Procedure.

Destruction – Causing damage to the property of another.

Unauthorized Use – Use of materials and equipment for an unapproved purpose.

Scavenging – The uncontrolled and unauthorized removal of materials.

Salvaging – The controlled removal of waste materials for utilization, recycling, or sale.

Theft – The appropriation of property with the intent to deprive the owner of property without the owner's effective consent or with the knowledge that the property was stolen by another individual.

**4.0 Use of TRWD Property/Equipment.**

TRWD expects all employees to protect, conserve, preserve, and efficiently and prudently use all TRWD resources, including TRWD property/equipment. Other than an employee's reasonable and appropriate use of their work phone or work laptop, employees shall not use TRWD property/equipment, or allow TRWD property/equipment to be used, for non-TRWD purposes. No District property/equipment, other than an employee's reasonable and appropriate use of their work phone or work laptop, should be used for personal benefit.

### **5.0 Security of TRWD Property/Equipment While Away from the District.**

The security of TRWD property, equipment, and supplies while away from District-owned facilities is the responsibility of the employee to whom TRWD property is assigned. Theft of these items due to lack of security may result in TRWD requesting reimbursement from the employee in the amount of the replacement cost(s). Items left in the back of trucks, in unlocked vehicles, or on non-secure trailers are not considered secure items.

### **6.0 Unauthorized Use, Destruction, or Theft of TRWD Property/Equipment Prohibited.**

TRWD employees shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud or theft with respect to TRWD property. TRWD employees shall not destroy, steal, convert, or engage in unauthorized use of TRWD property, whether on or off duty, including the unauthorized use of salvage or surplus materials. Sale of TRWD property for personal gain is prohibited. This subsection does not prohibit a TRWD employee from bidding on TRWD property at a public auction.

Scavenging and unauthorized salvaging of materials discarded by TRWD is considered theft of TRWD property and is prohibited. Employees, third-party contractors, and customers are prohibited from scavenging TRWD property. All salvaging must be approved by TRWD management and used for the sole purpose of TRWD operations. Unauthorized salvaging by TRWD employees or third parties is prohibited.

### **7.0 Reporting Unauthorized Use, Destruction, or Theft of TRWD Property.**

TRWD employees must immediately report known or suspected incidents of unauthorized use, destruction, or theft of TRWD property to their supervisor. If the supervisor determines the incident is legitimate, the supervisor must then notify the Communications Center. The Communications Center will evaluate the incident and notify the relevant parties which may include Law Enforcement if applicable. In the case of theft, the supervisor must complete a Theft Report Form, which is attached to this Administrative Procedure, within 24 hours of the theft.

### **8.0 Discipline for Non-Compliance.**

Engaging in any conduct prohibited under this Administrative Procedure, or otherwise failing to comply with this Administrative Procedure, could lead to disciplinary action, including termination.

In addition, TRWD may file a police report or initiate legal action against any employee who engages in theft of TRWD property/equipment to obtain restitution of funds or assets and/or for recovery of damages.

**TARRANT REGIONAL WATER DISTRICT**

**THEFT REPORT FORM**



\_\_\_\_\_ Date of Theft                      \_\_\_\_\_ Time of Theft                      \_\_\_\_\_ Date Reported

\_\_\_\_\_ Person Reported to:                      \_\_\_\_\_ Date & Time Reported

\_\_\_\_\_ Location of Theft:

Items Stolen:

Quantity	Description	Value
TOTAL:		

Were the police notified? \_\_\_\_\_

If yes, which police department (city)? \_\_\_\_\_

Officers Name (s): \_\_\_\_\_

Police case number: \_\_\_\_\_

\_\_\_\_\_ Signature of Person Completing Form

\_\_\_\_\_ Printed Name