

TO: All City Employees

FROM: Joseph P. Page
Director of Human Resources

DATE: September 24, 2007

SUBJECT: USE AND SECURITY OF CITY OWNED VEHICLES

Assignment and use of city owned vehicles is a privilege granted to city employees. Employees assigned a city owned vehicle assume responsibility for the safe operation and security of the vehicle assigned. It is the policy of the City of Alexandria that all city owned vehicles assigned to employees to conduct city business must be locked and keys removed when unattended. Failure to follow this policy will result in disciplinary action up to and including termination of employment.