PORT AUTHORITY OF GUAM
GOVERNMENT OF GUAM
1026 Cabras Highway
Suite 201
Piti, Guam 96925

Telephone: 477-9931
-9932
-9933
-9934
Telex: 7431687
(ITT TIMETRAN)

POLICY MEMORANDUM 03-86

| To: Port Employees | Subject: Policy and Procedure for the Release of Port Property(ies) from Port Premises |
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| Effective Date: 6/10/86 | Revision Date: 1/27/87 |
| Approved By: FRANK R. PEREZ, General Manager | |

ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)

I. PURPOSE: To establish a greater degree of accountabilty and security of all Port properties.

II. SCOPE: This policy and procedure shall apply to all employees of the Authority.

III. DISCUSSION: Employees are expected to exercise due care in the use of Port properties and to utilize such properties only for authorized purposes. Unauthorized removal or release of Port properties from the premises is in violation of this policy.

IV. DEFINITIONS (as used in this policy)

Premises: Port buildings, land together with its grounds or other appurtenances.

Properties: Includes all Port tools, equipment, supplies, chattels, goods, moveable property, effects, estates, etc.
Exempted from this definition are yard tractors, sedans and trucks that are normally operated or utilized for official business outside of Port premises.

V. PROVISIONS

A. Any employee taking Port property(ies) out of the Port's premises must do so only through a valid property authorization form.

B. An employee without a valid property authorization form shall be denied by Port security personnel, the Property Control Officer, or the Custodian of Property to remove properties from Port premises.

C. Any employee found with Port property and who fails to produce a valid property authorization form shall be subject to applicable administrative adverse action and/or judicial criminal prosecution procedure.

D. Any Port security personnel, supervisor, superintendent, administrator, assistant general manager, etc, who authorizes or permits any person to take out Port property without a valid property authorization form will be subject to applicable administrative adverse action and/or judicial criminal prosecution procedure.

## VI. SPECIAL PROVISION

In recognition of employee dedication and support and in the spirit of fostering morale, employees may have access to canopies, tables, benches, and/or portable water coolers.

Utilization of these Port properties for special occasions will be loaned on a first-come first-served basis, provided these properties are not needed for Port operations or functions.

## VII. PROPERTY AUTHORIZATION FORM

The Property Authorization Form, properly filled, must be prepared in quadruplicate and distributed in the following manner:

A. Custodian of Property - original
B. Security Office
C. Property Control Officer
D. Employee

VIII. RESPONSIBILITIES

A. Employees taking Port properties out of Port premises are responsible for:

1. Obtaining a valid property authorization form which is available through his/her division head.

2. The timely logging in/out of properties with the Custodian of Property.

3. Assuming total liability for lost, damaged, through abuse, misused or negligence of property while in their possession.

B. The Port Security Department shall be responsible for the maintenance of the property authorization form log of all Port properties taken out of the Port terminal area. The Property Control Officer shall be responsible for the maintenance of the property authorization form log of all properties taken out of the Administration Building.

The log maintained by Security and the Property Control Officer shall include but not limited to the name of the person taking out the property, date/time, description, quantity and serial number of the items of properties, name of property custodian, security personnel/property control officer permitting the property(ies) to leave Port premises.

C. The Custodian of Property shall ascertain the condition of property upon its return. Any defects shall be noted, a copy of which must be submitted to the Financial Affairs Department for proper billing charges.

D. It shall be the responsibility of the Property Control Officer to monitor and audit the disbursement and receipt of all Port properties. Any discrepancies found should be properly recorded and forwarded to the Financial Affairs Controller for appropriate action.

IX. VALIDITY

This policy and procedure shall supercede all existing oral or written property pass practices and procedure which are contradictory to this policy. Should there be any dispute or questions arising out of the provisions of this policy, the General Manager shall be the only one to settle such matters.

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JAN 27 1987

MEMORANDUM

To: Port Employees

From: General Manager

Subject: Loaning of Port Properties

In recognition of the dedication and support, and in the spirit of fostering morale, this office has permitted employees to use canopies, benches, tables and/or portable water coolers on a loan basis.

Social gatherings are an important part of our culture and tradition. Therefore, the items listed above are frequently utilized. As a result of this, it becomes necessary to loan these properties on a 'first-come first-serve' basis, provided these properties are not needed for official Port operations or functions.

Policy Memorandum 03-86, Subject: Policy and Procedure for the Release of Port Property(ies) from Port Premises approved June 10, 1986 is amended to reflect this provision.

Employees are further advised that only the items listed in Section VI of said Policy Memorandum are those authorized for loan to employees. The practice of loaning Port tools such as chain saws and bush cutters is no longer permissible.

Reservation and issuance of these properties will be made by the Supply Supervisor, Mr. Jesus B. Balajadia.

FRANK R. PEREZ