

**MISCELLANEOUS POLICIES  
(CON'T)**

**N. TELEPHONE**

Telephones are reserved for business calls. Personal telephone calls may be made when necessary, but should be brief and infrequent. Long distance personal calls may be made only when absolutely necessary. In the event that a supervisor determines an abuse of this policy, restrictions may be placed on an individual employee or reimbursements may be required.

**O. PROTECTION OF PROPERTY**

Respect and protection of City property and employee personal property is everyone's concern. If you find property missing or damaged, please report it to your department head immediately.

**P. POSSESSION OF WEAPONS**

City employees, other than sworn law enforcement officers, are prohibited from carrying, possessing, or using firearms, explosives, or other weapons, at any time on the City's premises, or while on-duty, regardless of whether or not any employee has obtained a license or permit to carry a concealed weapon.

On-duty shall mean the hours between which an employee reports for work and the time the employee leaves work, including overtime work and call-outs for special situations, such as emergencies, special events or required attendance at meetings of, or on behalf of, the City of Standish, regardless of whether or not such special situations occur during or after normal working hours.