



CITY OF PROVIDENCE

1.11 WORKPLACE THEFT AND MISAPPROPRIATION POLICY

Purpose

The City of Providence values its employees, their property, time and the assets entrusted to the City. We expect that employees demonstrate the same respect for the City's property and time. All employees are expected to act with honesty, integrity, and professionalism. Theft or misappropriation of any kind will not be tolerated in the workplace.

This policy addresses theft and other forms of misappropriation, including but not limited to:

1. Cash or other financial instruments
2. Physical goods or assets of the City of Providence
3. Intellectual property
4. Property being stored by or disposed of by any city entity
5. Time theft (wrongfully compensated hours)

Scope

This policy applies to all employees, interns, fellows, applicants, contractors, and volunteers associated with the City of Providence

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

Definitions

Abuse: The improper or excessive use of something or using it in a way that goes against the law or its intended purpose. This can include misusing grant funds or using one's position in an unacceptable way.

City Property: For the purposes of this policy, all items stored or located on any City property (including leased or rented spaces), including those set for disposal or destruction, are considered City property. This includes items such as office supplies, vehicles, equipment, technology, materials, and intellectual property.

Fraud: The intentional act of deceiving someone to gain a financial or personal advantage. This can include making false statements, concealing information, or misrepresenting facts.

Theft: The act of taking City's property without permission with the intent to deprive the City of its use.

Waste: The careless or excessive use of resources, or the mismanagement of funds. This can include spending money on unnecessary things, or not getting reasonable value for the money spent.

Policy

City of Providence employees must comply with applicable local, state and federal law, as well as City policy. As a municipal entity, the City has a fiduciary responsibility to conserve, preserve, and efficiently use all City resources.

1. **Prohibition of Theft and Misappropriation**

- A. No employee, official, volunteer, fellow or intern of the City of Providence shall take, remove, steal or otherwise cause the removal of any City property, regardless of its value. This includes any items acquired by the City for disposal, demolition, or destruction.
- B. The policy applies to all City properties, including items held in storage, leased, or rented spaces, as well as property awaiting disposal.



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2. **Use of City Property**

- A. As per the City of Providence Code of Ordinances (17-33(c)(2)), City property, including supplies, provisions, and other assets, must only be used for the performance of official duties.
- B. Employees shall not use City property for personal purposes or any use other than for performing work required by the City.

3. **Time Theft and Misrepresentation of Hours**

- A. Employees shall not submit, request, or accept payment for hours not worked. This includes engaging in personal or recreational activities while being compensated for work time. Additionally, this includes sleeping during work hours outside of break times.
- B. Any employee found to have misrepresented hours worked or engaged in time theft will be considered to have committed theft of compensation.

4. **Reporting Theft or Misappropriation**

- A. The City takes all matters involving theft or misappropriation very seriously. Employees are required to report any suspected theft, misappropriation, or fraud to the Department of People and Culture immediately along with any data or information observed or obtained. This includes all forms of theft, regardless of how minor or seemingly insignificant the incident may appear.
- B. The intent to steal or misappropriate, even if unsuccessful or detected prior to execution, will also be treated as theft or misappropriation.
- C. The City prohibits retaliation against any employee who reports suspected theft in good faith. Employees who believe they have been retaliated against should report the concern immediately to the Department of People and Culture

5. **Investigation of Alleged Theft**

- A. All allegations of theft, misappropriation, or related misconduct will be thoroughly investigated by the City. Employees are expected to cooperate fully with any investigation.
- B. False accusations of theft or misappropriation will not be tolerated and may result in progressive disciplinary action, up to and including termination.

6. **Use of Surveillance**

The City reserves the right to use video surveillance, audio recording devices, and tracking software to monitor City property and detect theft or misappropriation.

7. **Compliance**

- A. Any employee found to have engaged in theft, misappropriation, fraud, or related misconduct will be subject to disciplinary action, including the immediate termination of employment.
- B. In addition, the City may pursue criminal or civil charges, seek restitution, and/or take legal action against the individual.
- C. The City of Providence Retirement Board may also reduce or revoke the employee's pension, in accordance with Code of Ordinances 17-189.1.

Related Policies:

Ethics Guide

Code of Conduct

Additional Employment Disclosure Policy

Vehicle Use Policy



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Personal Use of City Equipment
Discipline Policy
Gift Policy
Purchases of Gift Cards Prohibited
Time Clock Policy
Attendance Notification Policy

Other Related Information:

Local 1033 [Collective Bargaining Agreement](#)
City of Providence Code of Ordinances (17-33(c)(2))
City of Providence Code of Ordinances (17-189) (1))