

## **DEPARTMENT GENERAL ORDER 07-28**

OFFICE of the CHIEF OF POLICE  
REPLACES: SOP300.08.00

DATE: January 25, 2007

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### **COMPUTER LOAN PROGRAM**

#### **I. PURPOSE.**

The purpose of this program is to assist any eligible employee who wishes to purchase or upgrade an existing home computer system, or make a software purchase for their own personal use. Such assistance will enhance employee technical skills, provide for personal development, and benefit the city through a more versatile and skilled workforce.

#### **II. ELIGIBILITY.**

The computer loan program is open to all current full-time regular employees who have been employed by the city for at least one year.

#### **III. PROGRAM REQUIREMENTS.**

- A. The no-interest loan is restricted to the purchase of a personal computer system and/or associated hardware components (including printers, scanners, and digital cameras to be used with a computer), plus any applicable shipping and handling costs. Maintenance contracts and blank computer discs are excluded.

Software is also an allowable loan expense if it is preinstalled as part of a total system that includes hardware, or appears on the city-approved list of software. The latter includes:

1. Microsoft Office suite for Windows products (e.g. Word, Access, Excel, Power Point, and Pagemaker).

- B. The minimum loan amount for a computer or software purchase is \$250.00, while the maximum allowable loan is \$2500.00.

#### IV. PAYMENT.

The employee will be required to authorize an automatic payroll deduction from each paycheck until the loan is paid in full according to the minimum repayment schedule, or at the employee's option, an accelerated repayment schedule may be used.

The repayment period will depend upon the amount of the loan, but the maximum repayment term will not exceed two years from the date of purchase.

The employee may also prepay the loan balance in full at any time without penalty.

Loan proceeds received under this program must be repaid in full before another loan application may be processed. In addition, the city will not be responsible for service, repair, or upgrading any computer hardware/software purchased under this program.

If an employee separates from employment with the city prior to total repayment of the loan, the remaining balance becomes due and payable in full on the employee's last day of service.

#### V. ADMINISTRATIVE PROCESS.

An application for a computer loan may be obtained through the Human Resources office at any time.

Each employee shall complete the application form and must:

Submit an original, itemized purchase receipt and packing slip (if ordered on-line) for the computer and/or software purchased and request a reimbursement check through the Human Resources office for the amount listed. The original receipts will then be retained by the city for six months.

Upon approval of a loan request by the Deputy City Manager, an accounts payable check will be disbursed to the employee within two weeks.

Failure to adhere to any of the provisions of this policy, including providing proper receipts, will make an employee ineligible for future participation, and may result in disciplinary action, up to and including dismissal.

VI. TAX CONSIDERATIONS.

Any purchase made under this program will not qualify as a city expense and therefore will not qualify as a sales tax exempt purchase.

Employees should consult with their personal tax advisor to determine any potential tax implications of participating in the computer loan program.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld

CALEA Reference: 22.2.3