

Policy

Policy Title:	Use of State Property				
Policy Number:	DHS-060-037	Version:	1.0	Effective Date:	08/09/2007

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Approved By: *Chief Administrative Officer*

Date Approved

Overview

Description:

This policy provides Department of Human Services (DHS) employees and volunteers guidance as to the appropriate use of certain types of state property. This policy provides guidance to DHS representatives for incorporating the DHS Core Values into their work and use of resources. DHS Core Values are Integrity, Stewardship, Responsibility, Respect and Professionalism.

This policy does not supersede any existing policy; it is a general policy that addresses use of types of state property that are not covered in other policies.

Purpose/Rationale:

Public resources are entrusted to state agencies. DHS employees and volunteers are “Public Officials.” As such, each individual is a steward of the public’s resources, which requires vigilance to ensure that resources are safeguarded and used for their intended purpose.

Applicability:

This policy is intended to apply to all DHS employees and volunteers.

Failure to Comply:

Failure to comply with this policy may result in disciplinary action up to and including dismissal from state service.

Policy

1. General

- a. DHS provides time, equipment, supplies and other resources for the sole purpose of conducting state business. DHS public officials are stewards of the public’s resources, and as such are responsible for safeguarding these resources and ensuring they are used only for state business.
- b. State property includes use of work time, resources, equipment, media, supplies, and products of the workplace.
- c. DHS public officials are prohibited from using state property for personal use, personal gain, or for the personal use or gain of another person, except as specifically stated or allowed by other department policies(level 3)

2. Personal Phone Calls

- a. Personal calls at work, receiving or placing, should be kept to a minimum and be of limited duration during work hours.
- b. Specific worksite expectations concerning personal phone calls should be followed. Some DHS worksites, for the purposes of work safety and continuity, have a more restrictive practice about personal phone calls. DHS employees and volunteers should know and follow the expectations for their specific worksite.
- c. **Long Distance Calls**
 - A. Employees making personal (non-work related) long distance calls are prohibited from charging them to the department; and are required to charge calls to their home phone, personal calling card, or cell phone.
 - B. An employee who charges long-distance calls to the department will be responsible for repayment of these charges. The employee should immediately report having made the call to his/her manager and make arrangements for reimbursement of the charges.

3. Building/Office Keys and Keycards

- a. Employees assigned building office keys or keycards are responsible for safeguard all issued keys/keycards.
 - A. Keys/keycards may not be duplicated.
 - B. An employee who loses an office key/keycard must report it immediately to his/her supervisor. The department may assess replacement costs for lost keys or keycards.

4. Other State Property

1. Personal use of state property is prohibited, unless permitted by one of the following policies:

[Acceptable Use of Information-related Technology \(IT\) Policy](#)

[Administrative, Technical and Physical Safeguards Policy](#)

[Cellular Telephones \(State Property\) Policy](#)

[Computer Security Policy, Desktop and Laptop](#)

[Conflict of Interest Policy](#)

[Driving Standards Policy, Safe](#)

[Employee Assigned Property Policy](#)

[Identification Cards/Key Cards Policy, HSB](#)

[Personal Digital Assistant \(PDA\) Policy](#)

[Phone Cards Policy, DHS State Issued](#)

[Time Reporting Policy](#)

Procedure(s) that apply:

None

Form(s) that apply:

(DHS XXXX, Form Title, OHA XXXX, Form Title or MSC XXXX, Form Title)

Definition(s):

State property: includes, but is not limited to, all equipment, media and supplies provided by the

state.

Equipment: includes but is not limited to telephones, head sets, cell phones, pagers, PDA's, calculators, state credit cards, state cars, personal computers and computer software, e-mail systems, printers, FAX machines, copiers, office furniture and all other office related equipment.

Media: includes but is not limited to books, CDs, DVDs, tapes, data storage devices, floppy disks, zip drives, flashcards.

Office supplies: includes but is not limited to pencils, pens, paper, envelopes, books, file folders, paperclips, and other related supplies.

ORS 244.020(15) defines a **public official** as "any person who, when an alleged violation of this chapter occurs, is serving the State of Oregon... as an officer, employee, agent or otherwise, and irrespective of whether the person is compensated for such services." A public official as used in the statute covers a broad spectrum of positions, all employees, volunteers, persons performing government services under a contract.

Reference(s):

None

Contact(s):

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Policy History:

- **Version 1.0:**
 - 09/25/2008 Amended contact information
 - 08/10/2007 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)