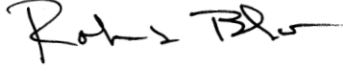




State & Personal Property Policy

POLICY NUMBER: 100-14	EFFECTIVE DATE: 10/1/2015	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: New issue	AUTHORITY:	

I. PURPOSE

Each employee is responsible for the effective and efficient use of state equipment, assigned workspace and information. To properly protect and manage this property, DAS reserves the right, at any time and without prior notice, to examine all property, including data. This examination assures compliance with internal policies, supports the performance of internal audits, and assists with the management of DAS systems and equipment. Employees should have no expectation of privacy for personal items or data stored in or on state property.

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II. POLICY

1.0 Vehicles

State employees who are required to operate a state vehicle for official state business must have a valid driver's license. An employee assigned a state vehicle will receive detailed instructions at the time of the assignment. While operating a state vehicle, seat belts shall be worn. If your license is suspended or revoked, you must notify your supervisor as soon as practicable. In the event of a violation of state and/or local traffic and parking laws, the driver shall notify his or her supervisor of any tickets as soon after receipt as possible and prior to the payment due date or scheduled court date. Employees are personally liable for fines assessed to them for violations of traffic or parking regulations while in state vehicles. For more information, please State of Ohio Administrative Policy VF-01, Employee's Use of Employer Provided Motor Vehicles.

2.0 Parking

Parking is generally not provided at the downtown office locations. Where it is available at remote locations, it may be limited. Employees may not park in unapproved areas (examples include, but are not limited to, visitor, reserved, no parking, etc.).

3.0 Telephones

3.1 State-owned telephones, tablets, smartphones or other hand-held devices are for state business use.

3.2 Each employee provided a telephone is expected to adhere to its ethical, responsible and professional use in accordance with policy.

3.3 Violation can result in disciplinary action up to and including termination.

4.0 Workspace

Work areas are to be kept neat and clean. Employees may place decorative objects inside their office space as long as it doesn't interfere with workplace safety. However, material that is obscene, offensive, derogatory, sexually explicit or otherwise is a distraction or interferes with the agency mission is prohibited. Employees may not eat in work areas located in reception areas or in view of the public.

5.0 Information

DAS employees will follow federal and state laws as well as state and agency policies and procedures regarding the protection and use of state data. When handling state data, DAS employees will engage in secure practices to avoid the inappropriate disclosure of sensitive or personally identifiable information, to prevent unauthorized access and to help protect the overall security of state computer systems and networks.

DAS employees shall understand that department records, including records created as a result of the use of state-provided IT resources, may be subject to disclosure under Ohio's public records law and must be retained in accordance with state and agency record retention schedules.

6.0 Copiers & Fax Machines & Scanners

Fax machines and copiers must be used for state business; personal use of these devices is prohibited.

7.0 Mailroom Services

Employees cannot use supplies or equipment to send or receive mail or packages that are not work related.

8.0 Personal Cell Phone Usage

Personal cell phones shall not be disruptive during the workday. Employees should limit using personal cell phones during work hours and must not be disruptive to co-workers or the office environment. Examples of permitted areas are: kitchens, conference rooms, vacant offices, lobby areas and outside the building.

9.0 State Property

DAS employees will be responsible and accountable for all state property issued for their use or in their care. This responsibility includes the proper use, maintenance, and disposition of assigned equipment. Improper use, maintenance or disposition may result in disciplinary action and/or reimbursement of associated cost to the agency. If state property in the possession of a DAS employee is lost, misplaced, or stolen, it shall be reported by that employee to his or her supervisor as soon as possible. The supervisor shall report the information to the Office of Employee Services.

State property, including but not limited to lockers, files, vehicles, office equipment (phones, copy or fax machines, computers, desks, etc.), supplies, tools, safety equipment, workspace, passwords, etc. will only be used as directed and for official state purposes.

Use of computers for personal use is regulated by a specific policy; refer to policy 700-01 for specifics. Use of state equipment is subject to surveillance and monitoring.

10.0 Personal Property

DAS may prohibit or limit the use of personal equipment or items while on duty. Examples of such items include, but are not limited to, space heaters, coffee pots, cell phones, radios, pagers, headphones, televisions, tape recorders, cameras, video/camcorders, compact disc players, computer games and computers. The state is not liable for personal equipment or items brought to the workplace. Reading of non-

business related materials is not permitted in the work area unless an employee is on a meal or rest period.

11.0 Recording Devices

Employees are prohibited from using recording devices to monitor co-workers for personal reasons including but not limited to: meetings and interactions with employees or management.

III. REVISION HISTORY

Date	Description of Change
10/1/2015	Original Policy Effective