State of Louisiana

DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

"MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

DOA POLICY NO. 6

EFFECTIVE DATE: **March 5, 1996; Revised 10/1/02; 11/26/03**

SUBJECT: **Use of State Resources**
(Incorporates DOA Personnel Policy No. 24)

AUTHORIZATION: _____
Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

It is the policy of the Division of Administration (DOA) that State-owned equipment, supplies, services, and information technology resources (including, but not limited to hardware, software, communications networks, physical facilities, mainframe computer, personal computers and printers, and personal hand held devices) shall be used solely for official State business, and at those locations specifically authorized. An employee may not use state resources for personal benefit or gain or for the benefit or gain of other individuals or outside organizations. Additionally, an employee who is involved in a grievance, appeal, lawsuit, etc., as the individual initiating these actions, shall not use state resources or work time to prepare, review, respond to, or otherwise work on such actions without the specific and explicit approval of the section head.

State owned equipment may be assigned for use outside of the DOA office premises when it is determined to be necessary and essential for conducting State business. The assignment may be permanent or temporary, depending on the duties of the position, and type of equipment. Responsibility and accountability for the appropriate use of state resources ultimately rests with the section head and employee.

No unauthorized person shall be transported in any State-owned vehicle except in emergencies as defined by applicable laws, promulgated rules or regulations.

State records and documents in the custody of employees are to be used for authorized purposes only. Records shall not be altered, concealed, destroyed, disposed of, or removed from official custody, except in accordance with applicable laws, promulgated rules or regulations.

II. PURPOSE:

To set forth rules governing the use of State resources both inside and outside of the DOA office premise to which the equipment is permanently assigned.

III. APPLICABILITY:

This policy shall be applicable to all sections within the Division of Administration both general appropriation and ancillary appropriations.

IV. DEFINITIONS:

Permanent Assignment - When a state owned resource is assigned to an employee or designated team for 24x7 use, the assignment of that resource to that employee or team will be considered permanent until authorization is revoked.

Temporary Assignment – When a state owned resource is needed to perform duties that are allowed to be performed off-site, such as on-call status, or when the use of the equipment is in conjunction with travel on State business or overtime that has been pre-approved by the Section Head, the assignment of the resource to an employee will be considered temporary.

V. PROCEDURE FOR OFF-SITE UTILIZATION:

When a state owned resource is assigned to an employee or team on a permanent basis, the employee, or manager (when resource will be rotated among team members), will be required to complete an Equipment Assignment Form (attached) and obtain approval of the Section Head prior to off-site use of said equipment. The Equipment Assignment Form must include a justification indicating purpose and benefit of off-site utilization.

When a state owned resource is assigned to an employee on a temporary basis, the equipment must be checked out prior to being removed from DOA office premises. The check-out log shall contain information such as an equipment description, tag number if applicable, the person checking out the equipment (signature recommended), the date removed, and the date returned. A sample check-out log is attached.

Authorization for off-site use of any equipment assignment shall terminate on:

1. End of the business requirement; or
2. Termination or change in duties of the employee; or
3. Determination by the section head.

Equipment Assignment Forms and check-out logs must be preserved and maintained in accordance with the Public Records Act or section's formal retention schedule.

VI. RESPONSIBILITY:

Each employee is responsible for:

Complying with the provisions and spirit of this policy;

Ensuring that state equipment is to be used only by employee, and only for DOA official business;

Protecting and conserving all State-owned property, including equipment and supplies entrusted or issued to them. Specifically, information technology resources shall be protected against accidental or unauthorized access, disclosure, modification or destruction, as well as assuring the availability, integrity, utility, authenticity and confidentiality of information;

Obtaining the necessary prior approval to remove state resources from DOA office premises;

Reporting damage or theft within one business day of the loss;

Reporting known violations of this policy to the supervisor, section head, or Deputy Undersecretary.

Each section head is responsible for:

Communicating this policy and all updates to all employees in his/her section;

Enforcing this policy;

Reviewing and approving or disapproving requests for the use of state resources outside of the DOA office premises, and ensuring the proper approval forms and logs are maintained;

Protecting, conserving and ensuring the proper use of all State resources (to include equipment, supplies, and information technology resources) under his/her management.

The Deputy Undersecretary will be responsible for:

Taking appropriate action to assure that state resources are properly utilized.

VII. EXCEPTION:

The provisions of this policy requiring completion of the Equipment Assignment Form for permanent assignment of equipment and subsequent approval of the Section Head may be waived if the acquisition cost of the resource is less than $100. There will be no other exceptions to this policy.

VIII. QUESTIONS:

Questions regarding this policy should be directed to the head of the DOA section and/or to the Deputy Undersecretary.

IX. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination and/or criminal prosecution.

DIVISION OF ADMINISTRATION
EQUIPMENT ASSIGNMENT FORM

This form is to acknowledge that I have been assigned state equipment for use outside of the DOA office premises. I have read DOA Policy No. 6 and will comply with the provisions of said policy.

I understand that the equipment listed below is to be used **only** by me and **only** for DOA official business. I agree to do everything within my power to protect and conserve all State-owned property, including equipment and supplies entrusted or issued to me.

Upon completion of the program\project for which this equipment was issued for my use, or a change in duties which eliminates the need for the equipment, or when requested by my supervisor or section head, all equipment will be returned to the DOA Section from which it was removed.

EMPLOYEE/ASSIGNMENT INFORMATION

Equipment Assigned To:

Name/Team_____ Personnel No. _____

Section_____

Justification/Reason/Benefits for Assignment:

Equipment Description	Serial Number	Property Tag *

* If equipment is not tagged, put N/A

_____ _____
Signature of Responsible Employee Date

APPROVAL

_____ _____
Section Head Date

Authorization Revoked/Equipment Returned on: _____
Date

EQUIPMENT TEMPORARY CHECK-OUT LOG

Equipment Description	Serial Number	Property Tag	Removed from Section			Returned to Section	
			Date Removed	Signature of Borrower	Checked Out By: (initials)	Date Returned	Checked In By: (initials)