

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 10.7

BOARD PROPERTY AND EQUIPMENT

PURPOSE:

The purpose of this policy is to ensure that all property and equipment maintained by the Trumbull County Board of Developmental Disabilities is kept in the best possible working condition and to ensure proper use of such property and Board networks.

"Property", as the term is used in the policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated, or otherwise in the custodial care of the Board of any person acting as its agent.

No Trumbull County Board employee should expect a privacy on the Board's premises or when using the Board's property or networks, except that which is required by law.

POLICY:

All Trumbull County Board employees must maintain his or her work environment in an orderly fashion and follow all the board's rules to ensure its proper use and maintenance.

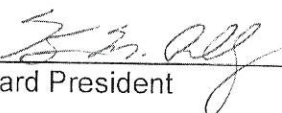
When property, tools, supplies or equipment including hardware, software, phone and/or other office equipment needed to perform job duties are provided by the Board, it is the responsibility of the employee and their supervisor to see that they are properly used and maintained.

Misuse, neglect, theft, or abuse of property, tools, supplies, or equipment is prohibited. Misuse, and/or accidents resulting from misuse of property, tools or equipment will be cause for disciplinary action. Loss or damage of property, tools, or equipment as a second occurrence will result in liability for replacement costs to the employee, at the discretion of leadership. Misappropriation of Board property is grounds for immediate termination and possible criminal action.

Trumbull County Board of DD property (including computers, telephones, cellphones, copiers, fax machines, Internet services and printers) is intended for business use only. Per Board policy 10.9 "Internet, Intranet, and Email Acceptable Use" brief incidental personal use as necessary is allowable but should be the exception and must follow the requirements and conditions outlines in Policy 10.9. The Board reserves the right to discipline employees for excessive personal use of company property as determined by leadership.

Adopted: 5/24/1999
Revised: 10/22/2012

Updated: 7/24/2012
Revised: 9/28/2020


Board President


Superintendent