

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:
Date: October 21, 2019

Signature on File
Elfriede Roman, Superintendent

I. SUBJECT: USE OF AGENCY PROPERTY

II. PURPOSE

To provide uniform guidelines for the use of Agency property.

III. REFERENCES

Ohio Revised Code 2921.41, Theft in Office
Ohio Revised Code 124.01 Department of Administrative Services – Personnel Definitions
LCBDD/Deepwood Policy A-34, Code of Ethics for Agency Staff
LCBDD/Deepwood Policy B-22, Computer Hardware and Software Usage
LCBDD/Deepwood Policy B-23, Internet Usage

IV. POLICY

The Board will provide its employees access to those materials, supplies and equipment the Board deems appropriate and necessary to perform their duties. The theft of Agency property or the unapproved use of agency supplies or equipment for personal use, personal business or recreational purposes is prohibited. An employee's theft or unapproved use of Agency materials, supplies or equipment for personal use, personal business or recreational purposes is a violation of this policy and may subject the employee to disciplinary action up to and including termination and criminal prosecution.

Additionally, any employee who permits or assents to the theft or use of agency property or supplies or equipment for personal use, personal business or recreational purposes is likewise subject to disciplinary action and criminal prosecution.

The Superintendent or his/her designee may approve limited usage of agency property or equipment for personal use, so long as that usage does not interfere with an employee's assigned duties and does not result in an extra expense to the Board.

A. Agency vehicles

Agency vehicles are to be used only for authorized Agency business.

B. Agency Phones, Cell Phones and Pagers

1. Personal phone calls, e-mails and text messages are to be limited in number

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and duration and should not interfere with an employee's assigned duties. Employees shall be required to reimburse the Agency for any additional expense attributed to personal calls, e-mails, or text messages made on an Agency owned regular or cell phone. Personal calls shall be noted on the monthly bill and reimbursement from the employee promptly made.

2. Managers engaged in Agency business outside of normal business hours, on site duties, on-call duties, or emergency response, may make such limited personal calls, e-mails, or text messages on cell phones as are reasonably necessary to keep immediate family members, other responsible parties or appointments informed of their whereabouts and/or time constraints, anticipated delays in return and so forth, subject to all other provisions of this policy regarding monitoring or usage, potential obligation to reimburse the Agency, etc.
3. Excessive e-mails, text messages, pages or phone calls of a personal nature, as determined at the sole and exclusive discretion of the Superintendent or designee and use of Agency regular phones, pagers or cell phones to conduct personal commercial business are prohibited. Use of Agency regular phones, cell phones, or pagers for unlawful or illegal purpose is also strictly prohibited. Violations of these prohibitions may result in severe discipline up to and including termination.

C. Disability Placards

1. Any Disability Placard that is assigned to the Agency may only be used for the transportation of Agency consumers. Disability placards assigned to the Agency may NOT be used for any personal reason.
2. Each Department that obtains a Disability Placard shall be responsible to establish a system to track the whereabouts of each placard, and to properly assign them to staff for the purpose of transporting Agency consumers.
3. Any employee who improperly uses an Agency assigned placard may be subject to discipline and will be personally responsible for the payment of any fines or penalties arising from their improper use.

V. DISTRIBUTION:

All Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

VI. REVIEWED:

10/19, 10/18, 10/17, 10/16, 10/15, 10/14, 10/13, 10/11, 10/09, 11/07, 4/06, 4/04; 11/01; 8/00; 3/96