

**INDIANA DEPARTMENT OF CHILD SERVICES  
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-3-7

Effective Date: July 1, 2005

Version: 1.0

**POLICY TITLE: USE OF STATE TIME AND EQUIPMENT**

**OVERVIEW:** DCS employees may have occasional and limited use of state property. This use cannot have a negative impact on operations and must be done on the employee's own time, unless there are extenuating circumstances. Employees who violate this policy are subject to disciplinary action by both DCS and the Indiana Ethics Commission.

**I. DEFINITIONS**

- A. State property: Materials, supplies, equipment, funds, and facilities that are owned by the State of Indiana.
- B. Non-work time: Employee personal time, such lunch and before/after work hours.

**II. REFERENCES**

- A. [40 IAC 2-1-9 \(f\) and \(g\): Conflict of interest; prohibitions](#)
- B. [Indiana Ethics Commission: Use of State Property](#)
- C. [Standardized State Personnel Policies](#)

**III. POLICY**

- A. The general parameters of permissible use of state property are:
  - 1. The use must not interfere with the performance of public duties.
  - 2. The use must be infrequent and of short duration.
  - 3. The use must be made on the employee's personal time (i.e., lunch or before/after work hours) except in emergencies.
  - 4. The use must not be for the purpose of personal financial gain (i.e., conducting for-profit business activities).
  - 5. The use must not be for political purposes.
  - 6. The use must be at no, or virtually no, cost to the State.
- B. Additional parameters that apply to personal use of state computers are:
  - 1. The use must not involve downloading files from the internet or installing software.
  - 2. The use must not interfere with others' ability to do work. Computer speaker volume is to be kept low enough to not be heard outside employee's immediate work area.
  - 3. The use must not cause a security risk to the DCS or State networks.
  - 4. Visits to internet sites that are not for the purpose of official state business and contain the following types of content are prohibited: chat rooms, political campaigns and fundraising, dating services, gambling, weapons, violence, drugs; any matter deemed illegal by law; sexually explicit materials; and profane, obscene, discriminatory or otherwise inappropriate content. This is not an exhaustive list.

- C. Examples of permissible use of state property include, but are not limited to:
1. Employees may briefly communicate by telephone, fax (outbound only), or email with schools, child-care providers, physicians, family members, and others on matters that cannot reasonably be handled before employee arrives at / after employee leaves work.
  2. Employees may briefly visit certain internet sites (not listed in Section b, Item iv above) during non-work time. Example: checking a news and weather site during lunch.

#### **IV. PROCEDURE**

- A. Managers and supervisors have the responsibility to assure that no staff members are in violation of this policy.
- B. If a manager has reason to suspect an employee is violating one or more terms of this policy, it is the responsibility of the manager or supervisor to present the issue to the employee in accordance with the [Standardized State Personnel Policies](#).
- C. If a supervisor has firsthand knowledge of an employee's misuse of State computers, he/she may contact DCS Central Office human resources, who will in turn contact the Indiana Office of Technology (IOT) and request a copy of the individual's computer usage records.
- D. If a supervisor has general concerns or suspicions, but no first-hand knowledge about one or more employees, the supervisor is advised to request the records of the entire work unit.

APPROVED 06/08/05  
James W. Payne, Director  
Department of Child Services  
A signed copy is on file.

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