

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

Policy Number: HR-3-7

Effective Date: May 1, 2023

Version: 3.0

POLICY TITLE: LIMITED PERSONAL USE OF STATE PROPERTY/RESOURCES

OVERVIEW: This policy establishes guidelines for limited personal use of state property/resources by state employees and special state appointees of the Indiana Department of Child Services (DCS).

I. DEFINITIONS

N/A

II. REFERENCES

- A. [IC 4-2-6-17: Use of state property for other than official business; exceptions; violations](#)
- B. [IC 4-2-7-5: Code of ethics; use of state property for political purpose; filing ethics compliant](#)
- C. [42 IAC 1-5-12 Use of state property](#)

III. STATEMENTS OF PURPOSE

- A. DCS recognizes that employees and special state appointees occasionally need to use state property/resources for emergencies and other infrequent personal business (i.e., communicating with schools, child-care providers, physicians, and others) that cannot reasonably be handled away from work.
- B. DCS believes accommodating occasional and limited use of state resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce.
- C. Such limited, personal use of state property/resources should not be considered a violation of the Indiana Code of Ethics.
- D. The parameters of permissible use of state property/resources under this policy are as follows:
 - 1. The use must not interfere with the performance of official duties and work responsibilities.
 - 2. The use must be infrequent, of short duration and, unless not reasonably practical, made on the state employee's or special state appointee's personal time.
 - 3. The use of state property/resources must not be used for:
 - a. The purpose of conducting personal business, including supplemental employment,
 - b. An illegal activity, or
 - c. A political purpose.

Note: A political purpose does not include handling or disposing of unsolicited political communications.

- E. A state employee or special state appointee shall not make private use of any state property which has been removed from state facilities or other official duty stations, even if there is no cost to the State, unless otherwise approved.
- F. The use must be in accordance with the current version of the Information Resources Use Agreement (IRUA). “Information Resources” are defined in the IRUA.
- G. The use must not violate any other ethics laws/rules or agency/state policies.

IV. PROCEDURE

- A. Directors, supervisors, and managers are responsible for monitoring the appropriate use of state property/resources within their areas of supervision.
- B. Directors, supervisors, and managers are responsible for referring matters for investigation and/or discipline to the DCS Ethics Officer or the Indiana Office of Inspector General (OIG).
- C. Employees and special state appointees who violate this policy may be subject to disciplinary action by DCS, the Indiana OIG, and/or the State Ethics Commission.

V. FORMS, DOCUMENTS, AND TRAININGS

- A. [Code of Conduct](#)
- B. [Information Resources Use Agreement \(IRUA\)](#)

VI. END DATE

Upon rescission.

APPROVAL DATE: 4/17/23
Terry Stigdon, Director
Department of Child Services

APPROVAL DATE: 4/13/23
State Ethics Commission