



State of Indiana  
Indiana Department of Correction

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7/1/2015	2	04-03-111

**POLICY AND ADMINISTRATIVE  
PROCEDURE**  
**Manual of Policies and Procedures**

Title  
**LIMITED PERSONAL USE OF STATE PROPERTY/RESOURCES**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 4-2-6-17 IC 4-2-7-5 42 IAC 1-5-12 42 IAC 1-5-13	04-03-102 04-03-103	

I. PURPOSE:

Effective July 1, 2015, Indiana Code 4-2-6-17 prohibits State employees and special State appointees from using State materials, funds, property, personnel, facilities, or equipment for purposes other than official State business unless the use is expressly permitted by a general written agency, departmental, or institutional policy or regulations that have been approved by the State Ethics Commission. This policy establishes guidelines for limited personal use of State property/resources by State employees and special State appointees of the Indiana Department of Correction. This policy was approved by the State Ethics Commission on June 11, 2015.

II. POLICY STATEMENT:

The Indiana Department of Correction recognizes that State employees and special State appointees are responsible individuals who are the key to making government work for its citizens. It further recognizes that State employees and special State appointees occasionally need to use State property/resources for emergencies and other infrequent personal activities that cannot reasonably be handled away from work. These activities might include communicating with schools, child-care providers, physicians, and others. The Indiana Department of Correction believes that accommodating occasional and limited use of State resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce. Such limited, personal use of State property/resources should not be considered a violation of the Indiana Code of Ethics.

The parameters of permissible use under this policy and administrative procedure are as follows:

- A. The use must not interfere with the performance of official duties and work responsibilities;

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- B. 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;
- C. The use must not be for the purpose of conducting business related to an outside commercial activity;
- D. The use must not be for an illegal activity;
- E. The use must not be for a political purpose. A political purpose does not include handling or disposing of unsolicited political communications;
- F. 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;
- G. The use must be in accordance with the current version of the Information Resources Use Agreement (IRUA). The restrictions in the IRUA apply to all information resources including, but not limited to, State hardware, software, data, information, network, personal computing devices, phones, and other information technology; and,
- H. The use must not violate any other Ethics rules or Department of Correction policies.

III. COMPLIANCE:

Executive Directors, Directors, Supervisors, and Managers are responsible for monitoring the use of State property/resources within their areas of supervision and for referring matters for investigation and/or discipline to the Office of the Inspector General. State employees and special State appointees who violate this policy and administrative procedure are subject to disciplinary action by both the Department of Correction and the Office of Inspector General and State Ethics Commission. Future revisions of this policy and administrative procedures must be ratified by the State Ethics Commission.

IV. APPLICABILITY:

This policy and administrative procedure is applicable to all Department employees, including contractual staff.

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signature on file  
Bruce Lemmon, Commissioner

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Date