

Number: **BP 014**

Authority: Board of Directors  
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Revised:  
Dept./Div.: Administration



## **BOARD POLICY**

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### **USE OF DISTRICT RESOURCES POLICY**

#### **ARTICLE 1 PURPOSE**

Ratepayers entrust Ironhouse Sanitary District ("District") Board Members and employees with appropriate management and use of the District's resources. This policy sets forth the processes governing the use of those resources by the District's elected officials and staff.

#### **ARTICLE 2 DISTRICT RESOURCES**

District resources include, but are not limited, to the following:

- Tools or equipment – whether new or used, regardless of value and/or the District's intent to retain (e.g., use of postage or copier equipment);
- Work materials or supplies – new or used, regardless of value and/or District's intent to retain (e.g., furniture, paper, program supplies, printers, etc.);
- District owned vehicles;
- Facilities or grounds – including but not limited to buildings, parking lots, improved or unimproved real property;
- Time of District staff;
- Information and Telecommunications Technologies – includes hardware and software associated with computers, image/voice/data capture and transmission; and
- Intellectual property, including District Logo.

#### **ARTICLE 3 APPROPRIATE USE OF DISTRICT RESOURCES**

District Resources can be appropriately used for the following:

- Activities directly related to an elected official's service to the District
- Activities directly related to a District employee's job responsibilities;
- Activities that are of benefit to the District as a whole and not limited to an individual.

**ARTICLE 4            INAPPROPRIATE USE OF DISTRICT RESOURCES**

Inappropriate use of District Resources includes the following:

- Borrowing for personal use;
- Utilizing for activities unrelated to an elected official's service to the District or to a District employee's job responsibilities;
- Using District resources for campaigning, supporting, or opposing any candidate for public office or for any other political purpose;
- Utilizing for personal gain, financial or otherwise;
- Personal purposes; and
- Willful or negligent destruction.