

**SECTION 21  
USE OF COUNTY PROPERTY**

**A. EQUIPMENT, COMPUTERS, AND ELECTRONICS:**

1. Equipment, computers, laptop computers, electronic communication devices and services have been established for County business use and should not be used for personal, outside business or employment, or non-County related purposes. However, limited, occasional, or incidental use of equipment, computers, laptop computers, electronic communication devices and services for personal, non-County purposes, is acceptable insofar as that use complies with County policy, does not interfere with the County's business activities, and as long as such use does not involve any of the following:
  - a. interference with existing County rules or policies;
  - b. disruption or distraction from the conduct of County business (e.g., due to volume or frequency);
  - c. solicitation;
  - d. a for-profit personal business activity;
  - e. potential to harm the County;
  - f. illegal activities; or
  - g. the display, storage, or recording of any kind of sexually explicit image or document.
2. The Information Technology Department shall audit the use of laptop computers twice per year to ensure compliance with this policy. Users shall be responsible for any charges arising from personal use of equipment, computers, laptop computers, electronic communication devices, or services. Users are expected to act responsibly and shall be subject to disciplinary action if this privilege is abused.

- B. TELEPHONES:** Long distance dialing of County-owned telephones for personal business is strongly discouraged and shall be allowed only in emergency situations. Any toll charges incurred on personal telephone calls shall be reimbursed to the County by the person making such telephone calls immediately upon presentation of an invoice. If toll charges are not paid by the time the employee terminates, such charges, plus interest at 18% per annum, shall be withheld from the employee's final pay check.