

USE OF DISTRICT RESOURCES

Policy # **1125**

Original Effective Date: 01/15/2020

Revision Date:

Type of Policy: ☒ BOARD ☐ DISTRICT ☐ FIRE ☐ PARKS

POLICY

1125.1 Cosumnes Community Services District ("District") prohibits inappropriate or personal use of District resources, including, but not limited to, tools and equipment, work time, and supplies.

PURPOSE AND SCOPE

1125.2 Citizens entrust District employees with appropriate management and use of District's resources.

1125.3 This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, members of the public, and other persons who participate in District programs and services.

APPLICATION / PROCEDURE

1125.4 Definitions:
a. None

1125.5 District resources include, but are not limited to, the following:

- a. Any hand tool, power tool, or piece of equipment – whether new or used, regardless of value and/or the District's intent to retain (e.g., use of postage or copier equipment).
- b. Any 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.)
- c. Vehicles (See District Owned Vehicle Policy, 2460)
- d. Facilities or grounds – including but not limited to buildings, parking lots, improved or unimproved real property, regardless of Department assignment and regardless of current use.
- e. Time and/or Personnel – personnel services time of employees on paid status.
- f. Information – any confidential information gained in the course of or by reason of the official position or activities of the employee.

- g. Inter/Intra Office Mail
- h. Records – any original District records, regardless of physical or electronic form or media, including but not limited to, documents, maps, photographs, negatives, slides, drawings, plans, blueprints, electronic files, e-mails, compact discs, external thumb, hard or portable hard drives or devices, audio, video or moving picture recordings.
- i. Information and Telecommunications Technologies – includes hardware and software associated with computers, image/voice/data capture and transmission

1125.6 Examples of Appropriate Use of District Resources:

- a. Directly related to the activities which the employee was hired to perform, or authorized training for the employee;
- b. Of benefit to the citizens of the District as a whole, not limited to an individual(s); or
- c. Authorized by the appropriate authority and such use is not in conflict with local, state, or federal laws or regulations.

1125.7 Examples of Inappropriate Use of District Resources include:

- a. Theft, regardless of the item's value and/or the District's intent to retain.
- b. Borrowing of any District resource, including but not limited to copying or downloading in any physical or electronic form or media and/or use, transfer, or sale for any non-work-related purpose of benefit, monetary or otherwise, to the employee, any one individual or group of individuals.
- c. Using work time to support or oppose a candidate or ballot measure. However, providing factual information about a ballot measure is not prohibited.
- d. Negligence, which results in damage, loss and/or personal injury.
- e. Willful destruction.
- f. Misuse of District-paid time.
- g. Any use which fails to meet the criteria under Appropriate Use of District Resources Section of this policy.

REFERENCES

1125.8 District Policy, District Owned Vehicles (2460)

1125.9 District Policy, Cellphone Use (2365)