

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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**SUBJECT: EMPLOYEE USE OF STATE-OWNED EQUIPMENT,
MATERIALS, AND SUPPLIES**

CATEGORY:

ADMINISTRATION

Policy

It is the practice of the Idaho Department of Juvenile Corrections (IDJC) to supply employees with state-owned equipment, materials and supplies for the purpose of performing IDJC business-related activities in the course of their duties. State-owned equipment includes, but is not limited to, telephones, computers, postage meters, printers, fax and copy machines.

It is therefore the policy of IDJC that employees are individually responsible to protect and prevent misuse of IDJC equipment, materials and supplies, and shall adhere to these procedures.

Operating Procedures

I. Lost, Stolen, or Damaged Equipment

IDJC employees who are issued state-owned equipment are responsible for properly caring for and securing the equipment. When department-issued equipment is lost, stolen, or damaged, the employee responsible for the equipment should submit a written report to their immediate supervisor who will report it to the Division Administrator.

II. Telephones and Long Distance Calling

All long distance calls made on the IDJC telephone system shall be for IDJC business only.

III. Postage Meters

Postage meters are to be used for mailing IDJC materials only. Employees are prohibited from using the postage meter for personal mail for any reason. There is no legal provision for employees to reimburse IDJC for these charges.

IV. Fax and Copy Machines

Fax and copy machines, materials, and supplies are for IDJC business use only. Exceptions for occasional personal use of the fax and copy machines may be made upon approval by the immediate supervisor.

V. Computers

Computers, materials, and supplies are for IDJC business use only. Refer to Use of Information Technology (230) policy and procedure.

VI. Printers

Printers, materials, and supplies are for IDJC business use only. Exceptions for occasional personal use of the printers may be made upon approval by the immediate supervisor.

VII. Resignation or Termination

State-owned equipment must be returned upon request of the supervisor or upon an employee's resignation or termination from IDJC.

VIII. Off-Site

No state-owned equipment, materials, or supplies may be removed off-site for personal use.

Reference: [Glossary of Terms and Acronyms](#)

Desk Manual(s): None

Related Policies: [Use of Information Technology \(230\)](#)
 [Personal Telephone Calls/Use of Cell Phones \(363\)](#)

Related Forms: None