

**SOP 08-17**  
**Limited Personal Use of State Resources**  
**Standard Operating Procedures**  
**Grow Southwest Indiana Region 11**  
**Approval Date: 02/25/09**

**Purpose**

To establish guidelines for limited personal use of state resources by employees of the Indiana Workforce Investment System.

**Contents:**

Workforce investment system employees occasionally need to use state 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. Limited, personal use of state resources should not be considered a violation of the State Ethics Rules pertaining to the use of state property.

**Parameters of Permissible Use**

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

1. The use must not interfere with the performance of public duties and work responsibilities
2. The use must be infrequent, of short duration and, unless not reasonably practical, made on the employee's personal time;
3. The use must not be for the purpose of conducting business related to an outside commercial activity;
4. The use must not be for illegal activity; and
5. The use must be limited to state property currently in use for operational purposes. An employee may not make private use of any state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state.

**Compliance**

Directors, supervisors, and managers are responsible for monitoring the appropriate use of state property within their areas of supervision and for referring matters for investigation and/or discipline.

As a result of program integration, there may be instances where state resources are utilized by individuals, employed in the Indiana workforce investment system, who are not state merit or non-merit employees. Therefore, all Indiana workforce investment system employees, funded in whole or in part, by the Department or any of its grants/contracts shall comply with the terms of this policy.

The intent of this policy is not to replace or reduce other restrictions imposed by statute, regulation, or other Indiana DWD policy, bulletin, or memorandum.