

## **PORTABLE EQUIPMENT POLICY**

- Policy Number:** TEC-102
- Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on November 3, 2021
- Application:** Applies to all employees of the EWSHS.
- History:** This policy updates and renumbers BP #148 dated February 1, 2017. BP #147 replaced HR # 212.
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### **Article I PURPOSE**

1.1 The EWSHS recognizes portable equipment, including but not limited to tablet computers, laptop computers, and cellular phones, are valuable tools that may aid employees in conducting business in an effective and timely manner. These tools can help employee productivity and promote public and employee safety. The purpose of this policy is to:

1.1.1 Ensure state-owned equipment is cared for in a reasonable, prudent and responsible manner.

1.1.2 Establish a policy to allow employees to use state to use state-owned equipment onsite and offsite.

### **Article II DEFINITIONS**

2.1 Cellular Device: A portable device with cellular communications capability and cellular service plan, such as a cell phone, smartphone, data card, cellular enabled tablet, netbook or any other type of cellular device.

2.2 Computers: These include portable devices such as laptops, electronic notebooks and tablets.

2.3 Equipment: Any cellular device or computer as defined above.

2.4 Loss of Equipment: Loss is defined as an inability to locate equipment, theft of equipment or the loss of use of equipment because of damage to equipment while in employee's possession.

### **Article III EMPLOYEE RESPONSIBILITIES WHEN REMOVING EQUIPMENT FROM EWSHS PREMISES**

3.1 A business need is required to remove state-owned equipment from EWSHS premises.

3.2 Prior permission from the employee's supervisor is required to remove state-owned equipment from EWSHS premises. Permission should be specific as to dates the equipment will be offsite and dates the equipment will be returned.

3.3 State-owned equipment must never be left unattended in public places or a vehicle.

3.4 Individuals are responsible to provide reasonable care of state-owned equipment while it is in their possession and to keep the equipment from harm (such as spilled liquids, environmental factors, and loss or theft of equipment)

3.5 Employees are responsible for adherence to all IT policies when using the state-owned equipment.

3.6 Use of equipment by non-EWSHS employees is not authorized.

3.7 Use of equipment for personal reasons is not authorized.

3.8 Lost or stolen equipment must be reported in writing within three days of the incident.

#### **Article IV EWSHS RESPONSIBILITIES**

4.1 The EWSHS is responsible for maintenance of equipment.

4.2 The EWSHS is responsible for determining business needs of equipment.

4.3 The EWSHS is responsible for knowing the location of equipment.

4.4 The EWSHS is responsible for ensuring policy is followed and consequences are administered appropriately.

#### **Article V CONSEQUENCE OF LOSS OF EQUIPMENT**

5.1 Equipment loss as a result of violation of policy or employee negligence may result in revocation of the employee's privilege of taking equipment off EWSHS premises.

5.2 The employee may be subject to disciplinary action, up to and including termination from employment.

5.3 The employee may be required to pay for replacement costs of equipment if the loss was determined to be due to gross negligence.

#### **WAC's that apply to this policy and procedure**

OCIO Policy 141	TEC-100 – Information Technology Policy and Agreements
WAC 292-110-010	