



Department Issued Equipment Policy

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| Original Effective Date: June 22, 2017 | Review / Revision Date: July 26, 2018 | Board of Health Resolution: Pending Codification |
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Maintenance Steward: Supervisor of Information Services **History:** New Revised Archived

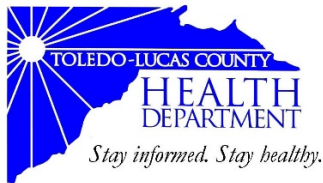
Organizational Scope:
 Full Agency Administration Community & Environmental Health Health Services
 Health Promotion/Policy Integration

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
S-Drive: S: → Common → Policies, Plans & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Policies & Procedures Manual, HR Office
Archived Version(s): Policy 2017.06.082

Requisite Signatures

- | | |
|---|--------------------------|
| <input checked="" type="checkbox"/> <u>Donna Watkinson mms</u> Board of Health President | <u>7.26.2018</u> Date |
| <input checked="" type="checkbox"/> <u>[Signature]</u> Health Commissioner | <u>07-26-18</u> Date |
| <input checked="" type="checkbox"/> <u>[Signature]</u> Director of Environmental Health & Community Services | <u>7-26-2018</u> Date |
| <input checked="" type="checkbox"/> <u>[Signature]</u> Director of Health Promotion & Policy Integration | <u>7/26/18</u> Date |
| <input checked="" type="checkbox"/> <u>Kelly Burgholter-Allen</u> Director of Nursing & Health Services | <u>7-26-18</u> Date |
| <input checked="" type="checkbox"/> <u>[Signature]</u> Human Resources Administrator | <u>7-26-18</u> Date |



Department Issued Equipment Policy

I. Policy

It is the policy of the Toledo-Lucas County Health Department (TLCHD) that all department equipment issued for the purpose of fulfilling daily or specialized job duties shall be used solely for business or other authorized purposes. All issued equipment shall become the responsibility of the employee until returned, and shall be used in accordance with the *Computer, Network, & Internet Acceptable Use* policy.

II. Scope

The *Department Issued Equipment Policy* applies to all TLCHD staff members.

III. Purpose

The purpose of this policy is to ensure that all department issued equipment is used solely for business or previously authorized purposes and is maintained responsibly by all department staff.

IV. Background

A. Department issued equipment includes, but is not limited to:

1. Office space; lockers & file cabinets; laptops; cell phones; tablets; laser levels; lead survey equipment; portable printers; projectors; electronic probe thermometers; vacuum pumps; air compressors; blood pressure monitoring equipment; EKG machines; and other equipment necessary for employees to perform their jobs.

V. Department Issued Equipment

A. Ownership & Equipment Privacy

1. All TLCHD issued equipment remains, at all times, the property of the Board of Health.
2. TLCHD reserves the right to access, search, examine, and/or monitor the contents or usage of network services and department issued equipment (especially computers, email, internet, and cell phones) for the purpose of supervising or investigating the performance of the employee's duties, including compliance with all TLCHD policies and procedures.
 - a. Employees shall have no expectations of privacy when using TLCHD issued equipment or network services, when accessing or disseminating information over the same, or when using personal devices in conjunction with TLCHD issued equipment or network services.

- b. Employee use of TLCHD equipment constitutes the employee's consent to search, examine, or otherwise monitor the contents and use of such equipment or network services (including browser and network histories, password protected websites/email, and deleted materials).
 - c. Any passwords or locks used in connection with department issued equipment or network services must be made available/provided to the appropriate TLCHD representative.
3. Employees who use personally owned electronic devices (cell phones, tablets, etc.) for TLCHD business purposes to access email, internet, or other TLCHD online services, shall have no expectation of privacy in **that** access or for **those** communications. Such use of personally owned devices may be subject to examination and related contents may be subject to the provisions of the *Public Records Request & Retention Policy*.

B. Personal Responsibility

1. Employees issued department equipment are responsible for exercising sound judgement in the use, protection, and maintenance of that equipment. All employee use of department issued equipment shall adhere to the provisions of the *Computer, Network, & Internet Acceptable Use Policy*.
2. If it is determined that an employee was negligent in the exercise of proper care or security for issued equipment, disciplinary action up to and including termination.
 - a. In the case of negligence, employees may be responsible for the repair or replacement cost of issued equipment including computer software and applicable peripheral equipment.
 - b. All repairs or replacements must be processed and approved by the Health Department.
3. Employees will be subject to disciplinary action up to and including termination for any violation of this policy.

C. Office Use

1. Employees should exercise the following security measures to minimize risk for in-office use of equipment:
 - a. Employees in office areas accessible by the public should ensure their office doors are closed or locked if no other staff members are present in the room.
 - b. Computers should be secured both physically and digitally.
 - i. Secure computers by returning to the log-in screen when away from your work station to prevent data theft or the release of sensitive information.

- ii. Staff may consider placing laptops and other peripheral equipment in desk drawers or cabinets if they will be absent from their workstation for a prolonged period of time.
2. If issued equipment malfunctions, staff are to notify the I.T. department and their supervisor as soon as possible.
 - a. Service requests should be sent to the I.T. department through healthhelpdesk@co.lucas.oh.us or extension 4016.

D. Field Use

1. Employees shall take the following precautions in the field to minimize the risk of theft or damage of issued equipment:
 - a. When possible, issued equipment should be kept on or near the staff member's person at all times.
 - b. When issued equipment is not physically with a staff member, it should be locked in the trunk of a vehicle within the control of, or accessible to, health department staff, or secured on-site (e.g., manager's office, locker, etc.).
 - i. If a trunk is not available, computers and other issued equipment should be placed out of sight (e.g., under a seat or otherwise hidden).
 - ii. Vehicles should be locked at all times.
 - c. Department equipment should not be left in any unsecured vehicle overnight. Theft or damage incurred as a result of leaving equipment unattended within an unsecured vehicle after-hours shall be consider negligence on behalf of the staff responsible.

E. Position Transfers

1. When transferring out of a position that required or entitled an employee to a department-issued cell phone or other position-specific equipment, the phone or other equipment must be turned in to Information Services to be re-issued.
2. Employees shall not directly transfer phones or other equipment between individuals and/or divisions.

VI. Maintenance

A. Review

1. The Department Issued Equipment Policy is to be reviewed annually to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this policy are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VII. Glossary

- A. **Unsecured Vehicle**: an unsecured vehicle constitutes a vehicle under which every available precaution has not been taken to ensure the vehicle is secure. This includes rolling up windows, locking the vehicle, and parking it in the most secure location possible.
- B. **Negligence**: failure to act in a way in which a reasonable or prudent person would act in the circumstances, or taking action which such a reasonable person would not.

