



**DEPARTMENT OF REVENUE
 ADMINISTRATIVE POLICY**

Title: Use of State Equipment and Facilities	Number: 4.1.1
Contact Person's Title: Human Resources Director	Sponsoring Division: Human Resources Division
Phone Number: 360-725-7500	References:
Effective Date: April 1, 2011	
Approved: Suzan DelBene, Director	
Applies to: Represented and Non-Represented Employees	

Overview

Employees must not use state resources, including funds, equipment, supplies, facilities or employee work time for private benefit or gain of the employee or any other person.

Occasional, but limited, personal use of some electronic media is allowed under conditions outlined in the Use of Electronic Media Policy (5.9.1).

State Resources are for Official Business Use

These are illustrative examples of business uses of state resources and are not all-inclusive.

- All long distance and wireless calls using agency equipment are for official use only.
 - Except when an employee must make a brief personal call when in travel status or when an employee's shift is changed by the Agency without prior notice.
- State vehicles must only be used for official business and all passengers in state vehicles must be on official state business.
- Department letterhead and envelopes are for official use only.
- Office supplies, state computers, copy machines, audio-visual equipment, fax machines, etc. are for official use only.
 - Except as provided in the Electronic Media Policy (5.9.1), employees may use state computers, other equipment, and paper to complete applications for state employment.
- Department of Revenue offices must not accept deliveries of personal mail.
- Employees may not make private use of state property designated for

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surplus even if there is no direct cost to the State.

- Except as provided in the Electronic Media Policy (5.9.1), employees may not make private use of telephones, portable communication devices, state computers or other resources such as networks, servers, and databases. Databases include, but are not limited to, the use of electronic mail and electronic bulletin boards.

**Conditions for
Personal Use of
State
Resources**

Please refer to Policy 5.9.1, Use of Electronic Media, for the conditions under which employees may use telephones, electronic mail systems, and the Internet on an occasional de minimis personal use basis.

Use of telephones, electronic mail systems, and the Internet are allowed only if each of the following conditions are met:

- There is little or no cost to the State.
- It is infrequent and brief in duration.
- There is no interference with the performance of the employee's official duties.
- It does not disrupt or distract from the conduct of official state business due to volume or frequency.
- It does not compromise the security, availability, or integrity of state information, systems, or hardware.

Policy 5.9.1 also provides that employees may use electronic media systems to send messages internally that promote activities supporting employee improvement or morale.

Employees may use state computers, other equipment, and paper to complete applications for state employment. The use and amount of state time to complete an application for state employment must meet the de minimis standard under DOR policy 5.9.1, Use of Electronic Media, and WAC 292-110-010(3). Personal use of the computer for this purpose must be brief, infrequent, with little or no cost to the state and should not interfere with the performance of your official duties. The ability to utilize state resources for this purpose is at the discretion of the supervisor based on current business needs.

**Public Access
to Employee
Offices**

Department employees must take special precautions to protect access to Confidential Taxpayer Information (CTI). Employee work cubicles and offices containing visible CTI, confidential payroll records, or confidential employee files must not be accessed by non-Revenue employees. Employees must ensure that CTI is not visible or accessed by non-Revenue employees. To minimize disruptions and to protect CTI, any non-Revenue employee accessing work cubicles or offices must be accompanied by Revenue employees on official state business. Other visitors on official state or governmental business may be unescorted to conference rooms, lunch rooms, break areas, or other workspace that does not contain confidential information if the visit is scheduled by a Department of Revenue employee as approved by DOR management. Visitors to offices with Federal Taxpayer Information (FTI) must follow procedure 6.3.1.1.

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Scheduling of Lunch Rooms and Conference Rooms for Non-Work Employee Activities

Lunch rooms and conference rooms are available for non-work employee activities during the office location's regular business hours. All non-work related requests must be scheduled through a manager and must take place during lunch time and breaks. The availability of conference rooms will be based on whether or not the conference room is already scheduled for Department of Revenue business. Activities must not support any personal gain of a commercial nature.

Written Communication Unrelated to Department of Revenue Official Business

Written communications unrelated to DOR work concerning participation in non-DOR work activities, and solicitations for approved charitable events, are limited to conference rooms, lunch rooms, common areas, and break areas. Refer to the Fundraising Policy 4.1.5 for information on approved charitable or non-profit solicitations.

All documents must be non-partisan in nature and must not offer any promise of benefit or threat of reprisal for participating or not participating in the activity. Department of Revenue management may remove any document of an offensive or inappropriate nature. Examples of inappropriate materials are pamphlets or other sales/product information that may result in personal gain. Examples of acceptable items are non-profit organizational fund raising items.

Bulletin Boards

Bulletin Boards are for Agency purposes as approved by Department of Revenue management unless the bulletin board, or a part of the bulletin board, has been designated for use by the certified exclusive representative in accordance with CBA Union Activities – Bulletin Board Article.

Administrative Policy History

Revised April 7, 2008
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