

Sentencing Guidelines Commission  
**ADMINISTRATIVE POLICY**

**USE OF STATE RESOURCES**

**SUBJECT:** Use of State Resources

**AUTHORIZING SOURCE:** RCW 42.52 and WAC 292-110-010

**EFFECTIVE DATE:** November 15, 2002

**APPROVED BY:** \_\_\_\_\_  
Executive Director

**PURPOSE:**

This policy provides protection of state resources for the benefit of the public interest and is intended to restate and reflect the provisions of WAC 292-110-010 as amended and ordered effective April 18, 2002.

**SCOPE:**

This policy applies to all Sentencing Guidelines Commission (SGC) staff members. Staff members are obligated to conserve and protect state resources for the benefit of the public rather than private interests. When use of state resources supports organizational effectiveness, is reasonable and of negligible costs, and does not violate ethics rules, such use would not undermine public trust and confidence. A determination of responsible use and accountability for the appropriate use of state resources ultimately rests with the Executive Director.

Sentencing Guidelines Commission employees may not use state resources, including any person, money, or property under that officer or employee's official control or direction in his or her custody, for personal benefit or gain of the officer or employee or any other person. Personal benefit or gain includes use solely for personal convenience or use undertaken to avoid personal expense.

**PERMITTED USES – UNDER LIMITED CIRCUMSTANCES:**

Repeated *misuse* of state resources significantly undermines public trust. Under certain circumstances, however, employees may use state resources so long as the use comports

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Date: 9/20/05

with and is carried out in a manner consistent with applicable ethical standards. Occasional but limited use of state resources is only permissible when:

- There is little or no cost to the state;
- The use of state resources does not interfere with the performance of the employee's official duties;
- The use does not disrupt or distract from the conduct of the state business due to volume or frequency;
- The use does not disrupt other state employees and does not obligate others to make use of state resources;
- The use is brief in duration, occurs infrequently, and is the most cost effective use of time and resources; and
- The use does not compromise the security or integrity of state information or software.

**PROHIBITED USES:**

Regardless of the cost, frequency or duration, certain uses of state resources are excluded from permissible "occasional and limited" uses and are prohibited. The following private uses of state resources are prohibited.

- Any use for the purpose of conducting an outside business or private employment;
- Any commercial uses such as advertising or selling; or
- Any use for the purpose of supporting, promoting, or soliciting for an outside organization or group, such as a private business, non-profit organization or political party (unless provided for by law or authorized by an agency head or designee); or
- Any use involving participating in a political election campaign or use associated with lobbying state legislators or agency heads; or
- Any uses involving illegal activity.

Staff members are urged to review the Washington Administrative Code § 292-110-010 for a full recitation of the applicable rule.

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