



5-1 POLICY ON USE OF PARK DISTRICT INFORMATION, PROPERTY, EQUIPMENT

The protection of SYCAMORE PARK DISTRICT's business information, property and all other assets are vital to the interests and success of SYCAMORE PARK DISTRICT. Except in the ordinary course of performing duties for SYCAMORE PARK DISTRICT, or otherwise permitted, no SYCAMORE PARK DISTRICT property may be removed from SYCAMORE PARK DISTRICT premises. Accordingly, when an employee leaves SYCAMORE PARK DISTRICT, the employee must return to SYCAMORE PARK DISTRICT all related SYCAMORE PARK DISTRICT information and property that the employee has in his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies.

Unless it is specifically assigned or authorized as part of employment or is generally available to the public, no employee or elected official may use agency property for personal use, whether during normal hours of business or after hours. Common examples of specific authorization are agency owned phones, vehicles, or laptop computers.

For the purpose of this policy, property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and the like. Because safety and liability are of chief concern, it is expected that SYCAMORE PARK DISTRICT property that is assigned or authorized permitted to be used will be operated in a fashion consistent with SYCAMORE PARK DISTRICT's established safety rules and regulations. In addition, the use of some SYCAMORE PARK DISTRICT property may require permits, waivers and releases which confirms with regular service to the public.

Property may not be used over and above the District's regular operations. Use of SYCAMORE PARK DISTRICT property in violation of this policy may result in disciplinary action up to and including dismissal.

Adopted on:

Revised on:
November 2021