

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 107: Rules & regulations
Subject 107.04: Office Equipment Use
Supersedes: General Order 84-1 (4/25/97)



Approved By:

Date: March 31, 2005

Page: 1 of 1

PURPOSE:

To establish guidelines for the use of office equipment.

RESPONSIBILITY:

All members shall become familiar with and use the provisions of this policy, and refresh themselves as necessary to maintain their effectiveness.

PROCEDURES:

Office equipment including, but not limited to, computers, copiers, facsimile machines, and printers shall be used by members to complete their responsibilities, job, and assigned duties. Such equipment can represent valuable aid to members completing work. Use of office equipment shall be limited to those members that have been instructed in its proper use and care.

Personal use of the office equipment described above is not permitted, except as stated below.

Personal use could be construed as violation(s) of law or ethical standards since a member could be gaining a personal benefit not otherwise afforded others. Also, personal use represents additional cost to the fire department. Copies for members and non-Township persons are permitted, but shall be paid for at the current rate established by the Township to fulfill Public Records Requests. Payment shall be made to the Secretary, and receipts will be issued when requested.

When using copiers and printers, copies of any single page shall not exceed 100 since other more cost effective methods exist for reproduction. Larger quantity requests for copies shall be routed through the chain of command for fulfillment.

When using computers, members shall be cautious when exporting and importing data. This is especially true for importing since undesirable and destructive forces may interfere with or destroy data.

References:

Ohio Revised Code

2913.02 Theft

2913.04 Unauthorized use of property; computer, ...

2921.41 Theft in office; ...

2921.43 Soliciting or receiving improper compensation