


STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

Memorandum

subject: Usage of State Time, Equipment, Supplies
and Materials

date: July 25, 2018

to: All Employees

from: Vicki Arpin 
Agency Human Resources Administrator

PERSONNEL MEMORANDUM NO. 96-2 (REVISED from March 8, 2010, replaces and includes Personnel Memorandum 96-2A; Inspection of State Equipment, Facilities, Materials and Supplies dated January 30, 2013)

It is incumbent upon employees to provide the State of CT and Department of Transportation with a full day's work for a full day's pay, and to use State equipment, supplies, and materials only for official State business.

The use of State work time, equipment, supplies and materials for private, personal or other non-State business purposes is strictly prohibited, and improper use may result in disciplinary action up to and including termination of employment.

State equipment, supplies, and materials that the State provides to its employees in the work environment, and any other items owned or provided by the State, are subject to opening and inspection at any time by the Department's supervisors, managers and/or security personnel for health, safety, security or other business-related purposes. Those items include, but are not limited to, offices, desks and other furniture, file cabinets, lockers, closets, storage rooms, vehicles, files, computers, computer files, phones, faxes, USB drives, tablets, laptops and other electronic communication devices. This also applies to State-provided e-mail, voice mail and messages left on State-provided communication devices. It is important to note that any equipment and materials supplied by contractors for use by employees are considered State equipment.

Employees are advised not to keep any personal effects, phones, tablets, laptops, or any other materials of a personal nature in their State-provided offices, office furniture, lockers, vehicles, etc., since their contents are subject to inspection by DOT authorized personnel. Employees who do not want their personal effects subject to inspection by DOT authorized personnel are advised to remove them from the workplace.

Employees are also advised that neither the Department nor its authorized personnel are responsible for the cost or replacement of private locks that may be destroyed in the course of inspection. Managers and supervisors that have a need to inspect the contents of any of the State-provided equipment or facility items referenced above should contact the DOT Human Resources Office and/or DOT Security Office to discuss the particular situation before conducting any such inspection.

The use of State telephones is for transacting State business only. The use of State telephones for personal calls interferes with business operations and is not permitted except in an emergency, and those calls should be kept to a minimum.

Operators of State vehicles are reminded that while using vehicles for State business purposes only, they must remain conscious of the fact that they are in the public eye representing the Department and the State. Operators of State vehicles are responsible for knowing and obeying all traffic laws, [DAS General Letter 115](#) and department policies. Employees are expected to be courteous, friendly and helpful to the public. Employees must avoid even the appearance of being unproductive, or wasteful of State time, supplies or materials.

The use of State computers and systems (even if accessed remotely) for personal use, including the internet, email service and State social network sites, is strictly forbidden. The internet and email service are to be used for business purposes only. Users are prohibited from installing or using any hardware, software or any other device

on State computers without the approval of DOT's Department of Technology Services. Misuse of computer equipment is not only subject to disciplinary action by the Department, but may also lead to criminal charges of larceny, police arrest, and court convictions. Employees are referred to Policy Statement [F&A-28](#) – CTDOT "Policy on Computer Systems Acceptable Use" and the State of Connecticut "[Acceptable Use of State Systems](#)" Policy for additional guidance and clarification.

The unauthorized removal of any State equipment, supplies or materials from the work place is strictly prohibited. Employees who are found to have removed State equipment, supplies and/or materials from the work place without proper authorization (such as filling out the "Equipment on Loan" form [CO-1079](#)) will be disciplined in the same manner as if they had stolen the item (s), even if the claim is that they "borrowed" and intended to return them. Such disciplinary action could be severe, including dismissal.

Employees are also reminded that bringing any prohibited or illegal substances, material or items onto State property or into the workplace may result in disciplinary action up to and including termination of employment, depending on the circumstances. Any such prohibited or illegal material or items will be confiscated by the Department and may be turned over to the State Police.