

Adopted Date: _____ (Use month/day/full year)

Effective Date: _____ (Use month/day/full year)

16.1

Personal Use of County Property

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16.1.1 Purpose

This policy is intended to define authorized personal use of county property, including for purposes of Utah Code Ann. § 76-8-402.

16.1.2 Definitions

- **Employee** means one of the following who performs services for the County, whether or not paid: an employee, including an elected official; a volunteer; a board or committee member; a consultant; or a contractor.

16.1.3 Policy

County-owned property is public property and is to be used for the benefit of the public. County offices, departments, and employees are to use county-owned property to achieve the purposes of county government.

16.1.3.1 General rules

To help improve the effectiveness and efficiency of county offices, departments, and employees, incidental and occasional personal use of county-owned property is permitted, as long as the use does not:

- Violate any law;
- Violate any policy of the County or the department or office;
- Significantly disrupt or distract from the conduct of county business;

- Involve solicitation, except as authorized in this or another county policy;
- Involve a for-profit business activity, except as authorized in this or another county policy;
- Create risk of liability for the County; or
- Create risk of other harm to the County, including negative public perception.

When another county, department, or office policy, such as a policy governing vehicles or information technology resources, addresses personal use of a specific type of county-owned property, that policy must be followed for the use of that type of property. Such a policy pre-empts this policy.

16.1.3.2 Specific rules

- Solicitation
 - The County may designate specific locations where employees may post solicitation notices for fund-raisers, services, etc. Property management shall maintain a list of designated locations.
 - Departments and offices may designate specific locations where their employees may post solicitation notices.
 - Employees may only post solicitation notices in their personal work spaces or in designated locations.
 - In accordance with the Information Technology Acceptable Use policy, information technology resources may not be used for solicitation.
- For-profit business activity
 - If the County enters into a temporary rental agreement with an employee that allows the employee to rent space on county property for personal for-profit business use, then the employee's use of the property does not violate this policy as long as the employee complies with the terms of the rental agreement and the other terms of this policy. This policy does not create a right to such an agreement.
 - Incidental and occasional use of other resources for an employee's for-profit business activity is permitted if the use complies with the general rules above and is authorized in advance, in writing, by the employee's department head or elected official.
 - If personal use of county resources for a for-profit business activity results in any cost to the County, the employee must reimburse the County.
 - This policy does not impact any other restrictions on employees' for-profit business activities, such as restrictions found in any law or other policy.

16.1.4 Procedure

There are no additional procedures for this policy.

Reviewed and approved as to form and as being consistent with current law.

By: _____

Date: _____ (Use month/day/full year)

Passed and adopted on _____ by the Board of Weber County
Commissioners. (Use month/day/full year)

Scott K. Jenkins, Chair

Attest: _____
Ricky Hatch, Clerk/Auditor

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