



## *Policies and Procedures*

---

### Prohibition Against Personal Use of State Property

---

State supplies, equipment, computers, personnel and other resources may not be utilized for non-governmental purposes, including for personal purposes or for outside activities of any kind (per *Governor Patterson Executive Order 7 continued by Governor Cuomo*. This can be found at: [https://govt.westlaw.com/nycrr/Document/I4f08c6a5cd1711dda432a117e6e0f345?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/nycrr/Document/I4f08c6a5cd1711dda432a117e6e0f345?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))

State property also includes vehicles, boats, snowmobiles, ATV's, tools, and mailings/postage. In addition, all items, new and used, surplus, trash, tagged or untagged, are property of the College and not for personal use. Items in dumpsters are also College property and are not to be sorted through and taken for personal use.

New York State Public Officers Law Section 74.3(d) states that

*“No officer or employee of a state agency, member of the legislature or legislative employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources of the state for private business or other compensated non-governmental purposes”.*

In addition, SUNY's policy on Fraud and Irregularities requires that any misuse of state resources be reported including (1) a misappropriation of assets; (2) in violation of or non-compliant with any SUNY, New York State, or federal law, regulation, policy or procedure; (3) economically wasteful; (4) an indication of gross misconduct or incompetency; or (5) an unethical, improper, or dishonest act. This can be found at [http://www.suny.edu/sunypp/documents.cfm?doc\\_id=728](http://www.suny.edu/sunypp/documents.cfm?doc_id=728) as well as the reporting procedure at [https://www.suny.edu/sunypp/documents.cfm?doc\\_id=79](https://www.suny.edu/sunypp/documents.cfm?doc_id=79) .

It is the responsibility of all employees to comply with these policies.