



Board Policy
Chapter 7 – Human Resources

BP 7371 PERSONAL USE OF PUBLIC RESOURCES

District property, including vehicles, tools, equipment, materials, supplies and recyclable/discardable items, may not be used for personal use. Incidental personal use of telephones, copiers, fax machines and related equipment is permitted so long as it is kept to a minimum. Use of District computers is addressed in Board Policy Section 2512, Administrative Regulation 2515, and the Faculty Association collective bargaining agreement.

No District employee shall use the District or College names, facilities, property or staff position in selling a commercial product or in promoting service to gain financial or material advantage.

The use of District facilities or property for the sale of any publications or merchandise, or for the conduct of business ventures of any kind to the benefit of any individual, group, or organization not under direct control of the College, shall be prohibited unless specifically authorized by the Board of Trustees.

District property shall not be loaned to persons not employed by, contracted with, or enrolled in the District.

District property shall only be removed from District premises with proper authorization.

Also see BP 2717 Personal Use of Public Resources.

References: Government Code Section 8314;
Penal Code Section 424

Adopted: April 6, 2009
Revised: August 7, 2018
(Replaces SMC BP 6223)