

North Dakota State University

Policy Manual

SECTION 700.3

PERSONAL USE OF STATE PROPERTY

SOURCE: NDSU President

1. State law prohibits a public employee from using public property for personal purposes when the employee knows such use is unauthorized and the employee knows that there is some risk of loss or detriment to the government. N.D.C.C.12.1-23-07.
2. Various state laws and University rules apply to personal use of public property. State law specifically prohibits using a state car for private use. N.D.C.C. 39-01-03. NDSU Policy 700.2 allows equipment to be taken home under specified conditions, but only for job related use.
3. Some personal uses are allowed. The Consulting Policy, NDSU Policy 152, does allow, with preapproval, NDSU property to be used which may require a fee payment. Certain incidental uses are also allowed, within reason: For example, a private phone call (not at State expense) on a University phone (supervisors can prohibit this altogether, however.) Limited use for such a purpose doesn't result in any loss of the property. However, taking state property home for personal use or the loaning out of University equipment for personal use is unauthorized.
4. University employees should also be aware of the conflict of interest rules, NDSU Policy 151, and the surplus property rules, NDSU Policy 406.
5. NDSU, in addition to the specific requirements of these laws and policies, strives to encourage its employees to avoid even the appearance of impropriety so as to not violate the public trust.

HISTORY:

New November 1, 1999