

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 400.17.02

PERSONAL USE OF STATE PROPERTY

State law prohibits a public employee from using public property for personal purposes when the employee knows such a 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.

Various state laws and Lake Region State College (LRSC) 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. LRSC's "Off-Campus Use of State Property Policy" allows institutional property to be taken to an off-campus worksite under specified conditions, but only for job related use.

Some personal uses are allowed. Certain incidental uses are also allowed, within reason: For example, a private phone call (not at State expense) on a LRSC phone (supervisors can prohibit this altogether, however.) Limited use for such a purpose doesn't result in any loss to the institution. However, taking state property off-campus for personal use or loaning out of LRSC property for personal use/gain is unauthorized.

LRSC, in addition to the specific requirements of North Dakota's laws and policies, strives to encourage its employees to avoid even the appearance of impropriety so as to not violate the public trust.

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**History**

Administrative Council Approved 05/17/10