

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Revised: Next Review:</p>	<p align="center">POL1706 04/03/2019 04/03/2021</p>
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EQUIPMENT ASSIGNED TO EMPLOYEES

The Residential Child Care Licensing (RCCL) Unit will assign a desktop and/or laptop computer, individual printer and/or network printer access, cell phone or desk phone, and computer storage bag, when applicable, to all RCCL personnel. The purpose of this policy is to ensure that all equipment issued is:

1. Used in accordance to State of Georgia Standards of Conduct and Ethics in Government coupled with Georgia Department of Human Services (DHS) Personnel Policy;
2. Properly maintained utilizing reasonable precautions; and
3. Returned to the office as required when an employee leaves the employment of RCCL.

The RCCL Unit Director is responsible for monitoring requirements for updating this policy. The RCCL Training and Policy Specialist will update this policy according to state requirements.

Authority

[O.C.G.A. §45-2-1 et. seq.; §45-10-1; §45-10-20 et. seq.; and §45-10-40](#)

References

DHS Personnel Policy #1201, Standards of Conduct and Ethics in Government DHS Personnel Policy #1205, Use of State Property

Related Forms

RCCL Acknowledgement of Receipt of Equipment Form