



**Your Safety • Your Mobility
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IDAHO TRANSPORTATION DEPARTMENT

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ADMINISTRATIVE POLICY 5051

Page 1 of 3

USE, SAFETY, AND SECURITY OF DEPARTMENT FACILITIES AND EQUIPMENT

Purpose

The purpose of this policy is to implement Board policy 4051 and requires the Director to establish requirements for the use of Department facilities and equipment.

Legal Authority

Idaho State Constitution Article VII, Section 10 – Making profit from public money prohibited.

Idaho State Constitution Article VII, Section 17 – Gasoline taxes and motor vehicle registration fees to be expended on highways.

Idaho Code 21-211 - All Aeronautic funds must be used for State aeronautic purposes, and may not be used for private or personal purposes.

Idaho Code 40-311(4) - The Board shall sell, exchange, or convey real property under their jurisdiction.

Idaho Code 40-505 - Subject to Board oversight, the Director has supervision and control of all activities, functions and employees of the Department, and shall exercise all necessary incidental powers.

Idaho Code 40-707 - State highway funds are appropriated only for specific Idaho Transportation Department (ITD) functions related to state highway purposes, and are not appropriated for private or personal activities.

Idaho Code 67-5309(m)(7) – Property, equipment, and funds of the State can only be used for state business, and cannot be used for private or personal reasons.

Use of Department Facilities and Equipment

The facilities and equipment of the Idaho Transportation Department are public property, paid for and maintained by highway user funds or aeronautics user funds. Department shops, equipment, or materials are not to be used for repairs or maintenance of private vehicles or property. No personal property (all property belonging to the state of Idaho other than real property), regardless of value, may be taken, salvaged or used by Department employees for personal purposes.

Office and engineering equipment and supplies may not be taken from the Department premises for personal purposes. Equipment may be taken home to complete official work assignments, but only with the permission of the supervisor. Miscellaneous office supplies and other materials are distributed for Department work only. Section Managers can approve a system of recycling supplies that would otherwise be considered waste, i.e. scrap labels, computer paper, etc., to donate to charitable organizations, agencies or schools.

The Chief Administrative Officer (CAO) or a delegate has responsibility for approval of the use of the Headquarters' auditorium, conference rooms, and similar facilities. In the District offices and Division of Aeronautics, these activities will be under the supervision of the District Engineer (DE) or Aeronautic Division Administrator (DA), respectively.

The following guidelines shall be used when scheduling Department facilities when approved by the respective location responsible party as noted above:

- Each request shall be evaluated to ensure that Department facilities, built with funds designated specifically for highway and aeronautic purposes, are not used by groups whose affiliation could be questioned.
- Department work-related activities have first priority. Employee organizations can use the facilities. The facilities may also be scheduled for tax-supported agencies and non-profit groups when the activity relates to a function of the Department.
- Department facilities and resources may be used for department or state endorsed activities such as discussions of fringe benefit packages, Red Cross blood drive, United Way campaign, etc.
- In special or unusual circumstances, other non-profit organizations may use Department facilities.
- Salespeople offering personal products or services to individual employees cannot use Department facilities or infringe on employees' normal work hours without approval.
 - ITD supervisors may, at their discretion, allow the posting of notices of commercial sales activities on appropriate department bulletin boards. However, these notices must inform employees that the product or service is not state or department endorsed. Notices must also inform employees to use their break time, lunch time, or periods before or after work for obtaining services or making inquiries. Business cards or other small posters from sales representatives may be posted on designated ITD bulletin boards with reasonable time limits set for their removal.
- In election years, the facilities shall be available on Election Day to election officials to facilitate polling.

For large accommodations or events, market rates shall be determined or negotiated through contracts prior to approval.

Security and Protection of Department Building and Facilities

The CAO is responsible for developing written security and protection guidelines for Department buildings and facilities and shall periodically monitor the application of these guidelines.

Implementation authority of security and protection guidelines for the various geographic areas of the Department is delegated as follows:

LOCATION	RESPONSIBLE OFFICIAL
Statewide Security System Complex	Capital Facilities Manager
Headquarters	Business and Support Management Manager
Headquarters Computer Facilities	Chief Information Officer
Aeronautics Headquarters and State-owned airport facilities	Aeronautics Division Administrator
District offices and adjacent buildings	District Engineers
Outlying District facilities such as resident engineers' offices, ports of entry, maintenance buildings, rest areas, etc.	The Senior Supervisor for each facility

Personal injuries, fatalities, or damages shall be reported in accordance with policy 5056. Hazardous materials contamination or other environmental endangering incidents shall be reported in accordance with policy 5056.

Signed _____
 Brian W. Ness
 Director

Date: 9/22/2021 _____