



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 7371 – PERSONAL USE OF PUBLIC RESOURCES

Approved by Leadership: August 2013

References:

Government Code Section 8314: Penal Code Section 424

No employee or consultant shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

For purposes of this procedure, the following definitions apply:

“Personal purpose” means those activities the purpose of which is for personal enjoyment, private gain or advantage, or an outside endeavor not related to District business. “Personal purpose” does not include the incidental and minimal use of public resources, such as equipment or office space, for personal purposes, including an occasional local telephone call.

“Public resources” means any property or asset owned by the District, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and state-compensated time.

“Use” means a use of public resources which is substantial enough to result in a gain or advantage to the user or a loss to the District for which a monetary value may be estimated.