

**Laketown, Utah  
ORDINANCE 2021-06**

**AN ORDINANCE OF LAKETOWN AMENDING THE ADMINISTRATION OF  
LAKETOWN CODE TITLE 1 ADDING  
CHAPTER 15 PERSONAL USE OF TOWN OF LAKETOWN ASSETS POLICY**

**WHEREAS**, the town council desires to establish standards for personal use of Town of Laketown assets; and

**WHEREAS**, the state of Utah auditor's office recommends this addition and the town council conducted a public hearing for this amendment.

**NOW THEREFORE, BE IT ORDAINED** by the Laketown Town Council that the Laketown code Administration Title 1 be amended to add chapter 1-15-1 Personal Use of Town of Laketown Assets Policy.

**SECTION 1:** Language to be added.

**CHAPTER 15 Personal Use of Town of Laketown Assets Policy**

**SECTION**

**1-15-1 Personal Use of Town of Laketown Computers**

**1-15-2 Personal Use of Printers, Photocopy and Fax Machines**

**1-15-3 Non-Town of Laketown Use of equipment**

**1-15-4 Town of Laketown Issued Credit or Purchasing Card**

**1-15-5 Administrative or Staff Time**

**1-15-1 Personal Use of Town of Laketown Computers:**

Personal use of Town of Laketown computer software and applications must comply with the Town of Laketown Acceptable Computer Use Policy, which prohibits the use of town resources for personal for-profit business, religious, or political activities, or for personal financial benefit outside of employment. Offensive (i.e. pornographic), harassing, discriminatory, or illegal (i.e. gambling) activities are prohibited. Personal use of software and applications which disrupts or distracts the conduct of the Town of Laketown business due to volume, timing, or frequency is considered an unacceptable use of the Town of Laketown resources.

The personal use of social networking applications (e.g., Facebook, Twitter, Instagram, and LinkedIn) is not permitted during work time.

Office computers may be used at home by the employee since use of authorized software increases the employee's knowledge of the software. Unauthorized software may not be installed or used on the computer. Personal use must comply with the Acceptable Computer Use Policy which does not allow for personal for-profit business,

religious, or political activities, or for personal financial benefit outside of employment. The computer is only to be used by Town of Laketown employees. Installation of employee personal printers must be pre-authorized.

**1-15-2 Personal Use of Printers, Photocopy and Fax Machines:**

Photocopiers and printers are primarily reserved for Town of Laketown use; however, personal copies and printed materials can be made at a cost of 10 cents per page, paid to the clerk. Long distance charges incurred as a result of a personal fax transmission shall be the financial responsibility of the employee and reimbursed to the Town of Laketown.

**1-15-3 Non-Town of Laketown Use of Equipment:**

Town of Laketown equipment may only be used for official purposes. Equipment may not be rented for commercial uses. The availability of equipment is subject to the discretion of the department head who is responsible for the equipment.

**1-15-4 Town of Laketown Issued Credit or Purchasing Card:**

An entity credit or purchasing card may be issued to certain employees to assist in handling Town of Laketown purchases or travel costs. These cards are to be used for town-related purchases only. Personal use of these cards is not allowed. All charges made to a Town of Laketown card must be paid upon receipt of the statement. See town policy on credit/purchasing cards.

**1-15-5 Administrative or Staff Time:**

Employees should not ask administrative or clerical staff to use town time to work on assignments or perform tasks which are not town-related or are for personal use or gain.

**SECTION 2:** This ordinance shall take effect upon adoption.

**PASSED and ADOPTED THIS 5<sup>th</sup> day of January 2022.**

**Town of Laketown:**

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**Burdette W. Weston**  
**Laketown Mayor**

**TOWN COUNCIL VOTE AS RECORDED:**

ORDINANCE 2021-06 - AN ORDINANCE OF LAKETOWN AMENDING THE ADMINISTRATION OF LAKETOWN CODE TITLE 1  
ADDING CHAPTER 15 PERSONAL USE OF TOWN OF LAKETOWN ASSETS POLICY

	<b>Aye</b>	<b>Nay</b>
<b>Council Member Clark:</b>	_____	_____
<b>Council Member Robinson:</b>	_____	_____
<b>Council Member Wight:</b>	_____	_____
<b>Council Member Willis:</b>	_____	_____
<b>Mayor Burdette W. Weston</b>	_____	_____

**ATTEST:**

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**Amber Droesbeke**  
**Clerk**