

**RESOLUTION
R2022-14**

**A RESOLUTION APPROVING THE DEKALB COUNTY EMPLOYEE
TECHNOLOGY EQUIPMENT OFF-PREMISE POLICY**

Be it resolved by the County Board of the County of DeKalb, Illinois as follows:

WHEREAS, The DeKalb County government establishes policies and procedures necessary to ensure efficient government while installing safeguards; and

WHEREAS, Consistent with the general goals and objectives of the County and the general wellness of County residents, be it resolved by the County of DeKalb:

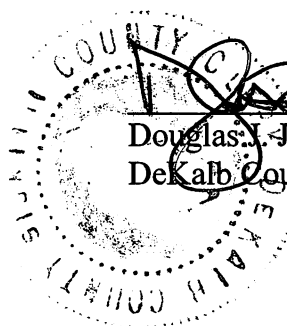
That the County Board approves the attached “DeKalb County Employee Technology Equipment Off-Premise Policy.”

NOW, THEREFORE, BE IT RESOLVED the DeKalb County Board hereby supports and approves the “DeKalb County Employee Technology Equipment Off-Premise Policy”.

PASSED THIS 16TH DAY OF FEBRUARY 2022 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

A circular seal for DeKalb County, Illinois, featuring the text "DEKALB COUNTY" and "ILLINOIS" around the perimeter. A signature is written over the seal.
Douglas L. Johnson
DeKalb County Clerk

A handwritten signature in cursive script, reading "John Frieders".
John Frieders, Chairman
DeKalb County Board



DeKalb County Government
Information Management Office
200 N. Main Street
Sycamore, IL 60178

Employee Technology Equipment Off-Premise Policy

This agreement is entered unto between _____, (hereafter "Employee(s)") and the County of DeKalb (hereafter "County"), on the latest date subscribed below.

The parties agree that the County will allow Employee to remove County-owned technology equipment (hereafter "equipment") from County property (hereafter "premise(s)") for purposes in furtherance of Employees employment with the County. The Employee agrees to utilize equipment in accordance with the terms below.

1. Equipment will only be allowed to leave the premises if Employee has a defined need. The need must be submitted by the Employees Department Head. Whether access is granted will be determined by the Information Management Office Director or designee, and County Administrator or designee. When requesting access, Department Heads are encouraged to strongly consider whether releasing equipment off the premise is truly necessary.
2. The County's Information Management Office does not have spare equipment to loan to employees. In determining whether to request that Employee be allowed to take equipment off the premises, Department Heads should first consider whether they have spare equipment available within their department, or whether they have budgeted for such equipment.
3. The Information Management Office has no way to determine whether equipment is returned to designated department until notified by Employee or Department Head, and may not be unaware when employment is terminated. Therefore, it is the responsibility of the Department Head to assure that equipment has been returned upon Employee departure, or by the return date indicated in the request.
4. Employee will not allow any person other than authorized users to use the County-owned equipment.
5. County-owned equipment should not be utilized for non-work-related items.
6. Employee agrees that any copyrighted or licensed software which was provided with the equipment will not be copied for use on other machines
7. Employee agrees to keep all equipment that is loaned in good condition.
8. Employee is responsible for replacement or repair costs if equipment is lost, damaged, destroyed or stolen.
9. If equipment is lost, damaged, destroyed or stolen, Employee must immediately notify Department Head, Information Management Office and County Administrator.
10. Employee agrees to return item(s) promptly to Department Head by the return date listed below.
11. If Employee is no longer employed at County before the return date listed below, the item(s) must be returned prior to departure.
12. The Information Management Office Director, County Administrator and State's Attorney have the right at any time to request that Employee return equipment.

County of DeKalb, Department Head

Date

Employee

Date

IMO Approval

Date

Return signed form to the Information Management Office



DeKalb County Government
Information Management Office
200 N. Main Street
Sycamore, IL 60178

Employee Technology Equipment Off-Premise Policy

Technology Equipment Off-Premise Request

Please fill out the form online: <https://dekalbcounty.org/departments/information-management-office/imo-equipment-off-premise-form-internal-use/>

Or, fill in the items below and send a scanned copy to netadmins@dekalbcounty.org

Employee Name:	
Position Title:	
Department:	
Department Head Requesting Access:	
Defined Need to Remove Equipment from Premise:	
Removed Item(s) Description:	
Date Removed:	
Return Date:	