



COUNCIL OF THE DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY

MEMORANDUM

To: Members and Staff
From: Nyasha Smith
Date: March 19, 2021
Subject: Home Use of Council Equipment

PURPOSE

In light of the ongoing pandemic and the Council's remote/telework operational status, it is necessary to ensure that employees are fully functional and equipped to effectively and efficiently work remotely. To accommodate staff needs and to ensure continuity of Council operations until the Council returns to in-person operations at the Wilson Building, the Council authorizes the temporary home-use of certain Council property.

POLICY

This policy provides guidance for procurement of new, or removal from the Wilson Building of existing, equipment which shall be limited to computer monitors; desktop scanners; desktop printers; and computer mice. Each Councilmember/Officer should examine staff capacity and efficiency while working from home and determine whether additional resources are necessary. All employees should have equal access to this benefit without regard for role or responsibility within each respective office.

Equipment covered by this policy shall be used for official Council purposes only. Replacement or repair costs for damage or loss shall be borne by the employee, except in cases of theft, vandalism, natural disaster, or other incidents beyond the employee's control.

Equipment covered by this policy is not covered by the Council's third party maintenance and repair agreements, nor subject to servicing, installation, nor replacement by the Council IT Department. Each office shall be responsible for all costs incidental to equipment use.

PROCEDURES

Offices may use either of the below methods to ensure that staff have equipment necessary to be fully operational while teleworking.

1. Procurement of small equipment for home use

- Requests - A requisition form must be submitted through dccouncil.seamlessgov.com. For record-keeping purposes, include a justification for the request on the form. Include the home delivery address for the employee.
- Delivery – Office of the Secretary (“OSEC”) will coordinate with the recipient on home delivery. The employee must submit to the Procurement Office proof of delivery via a scanned packing slip and/or photos of the items.
- Inventory – Photographs of actual items (not stock photos) will be used to generate inventory tags. Where applicable, employees must forward a record of equipment serial numbers to the Procurement Office. The Procurement Office will generate an electronic Equipment Form to be signed by both the employee and the employee’s supervisor. This will ensure that the equipment is adequately and securely tagged and inventoried in our system.
- Equipment return – Unless otherwise authorized in writing by the appropriate Councilmember/Officer for continued home use, employees must return all equipment procured for home use once the Council returns to in-person operations at the Wilson Building. Employees will be responsible for safely transporting the equipment to the Wilson Building. The Office of Procurement will coordinate collection with each office.

2. Taking home small equipment from the Wilson Building

- Inventory – Councilmembers/Officers must send to OSEC a list of equipment requested to be taken out of the building. The list must identify the requesting employee, the subject equipment and the Wilson Building equipment location. OSEC will ensure that the equipment is adequately and securely tagged and inventoried in our system.
- Collection and signing out - After OSEC confirms that the equipment is inventoried and ready for check-out, an electronic Equipment Assignment form will be forwarded to the employee and supervisor. Both must review, sign and return to OSEC. Upon receipt, OSEC will issue a Property Pass to the participating employee to present to Security on building exit.
- Retroactive inventory - Councilmembers and Officers must send to the Secretary, by April 15, 2021, an inventory of permissible equipment removed from the Wilson Building before the effective date of this policy, and employees and supervisors, for such equipment, shall complete the collection and signing out processes outlined above by the close of business on April 23, 2021.
- Unauthorized removals - Any employee who does not adhere to this policy and removes equipment without authorization will be subject to a disciplinary action by his/her supervisor.

- Transport – Each employee will be responsible for safely transporting equipment from the Wilson Building to their homes and safely returning such items at separation, or when the Council returns to in-person operation at the Wilson Building.