



USE OF CREDENTIALS

Date:

November 1, 2017

By Direction Of:

Bruce R. Beemer, State Inspector General

A. Purpose & Scope:

The purpose of this policy is to define the Office of State Inspector General's (OSIG) policy concerning the use of Commonwealth and OSIG-issued credentials, including an employee's OSIG issued badge. This policy applies to all OSIG employees. Failure to abide by this policy may result in disciplinary action up to and including termination.

B. Policy:

Employees are strictly prohibited from using their Commonwealth or OSIG-issued credentials for any purpose other than official Commonwealth business.

Employees shall not participate in any form of solicitation where use is made of their credentials. "Participate" as used in this section includes both active conduct/participation by employees and the tacit approval to allow another party use of the employees' credentials.

Employees shall not seek or accept any form of reward or remuneration, excluding wages paid by the OSIG, as a result of their conduct while acting within the authority of their credentials.

Employees shall not use or permit the use of their credentials in any manner wherein it can be reasonably construed that preferential treatment is desired by employees.

Employees shall not use their credentials for their own personal use or private gain, pecuniary or otherwise, or for the gain of others.

Employees shall not, under any circumstances, transfer their credentials to another person.

Credentials shall not be stored in a vehicle.

If credentials are lost or stolen the employee shall notify their chain of command immediately. A police report must also be filed immediately with the police of local jurisdiction and a copy shall be provided to the OSIG as soon as it becomes available.

If credentials are lost or stolen due to a negligent act the employee may incur the cost of replacing the credentials. This will be at the discretion of the OSIG.

Upon separation from the OSIG all credentials must be returned to the OSIG, along with other issued equipment.

C. Additional Information:

Any questions regarding this policy should be directed to your immediate supervisor.
