625 Use of Office Equipment

625.1 General Policy

State equipment is used only for official state business.

625.2 Photocopying Machines

The department's photocopying machines are used for official business only. Using photocopiers for personal or non-work material is prohibited. Employees found to have made unauthorized use of a photocopier are subject to disciplinary action.

== 625.3 State Vehicles

The State of Illinois vehicle provided to you is for use only during the course of official state business. Because the vehicle is property of the State of Illinois, you have no expectation of privacy in the vehicle or its contents. Any state owned vehicle is subject to search without consent or notice at any time by appropriate personnel of the State of Illinois or law enforcement.