

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 105-14

Eff. 2/21/12

**LAP TOP COMPUTERS FOR ISSUE
TO KEY PERSONNEL**

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County Commissioners and key staff are issued laptop computers for use in the office, at home, and out of town travel. Although these laptop computers are the property of the county, key employees may use this laptop computer for personal use if all the following conditions are met.

- a. The use does not interfere with the performance of the employee's public duties.
- b. The use does not create the appearance of impropriety.
- c. The use is not for a partisan political purpose.
- d. The use is not for personal commercial purposes.
- e. The employee agrees to a \$10.00 monthly withholding fee from their wages.