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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 022  
**EFFECTIVE DATE:** 12/01/09  
**REVISED:** 04/17/18  
01/13/20  
12/15/20  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: PC CARE AND OTHER COMPUTER EQUIPMENT**

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- I. PURPOSE/POLICY:** To inform and remind all employees of the proper care regarding PCs and other Computer equipment. This policy is applicable to the care of PC's and other computer equipment used on county property or an alternative site if the employee is telecommuting or working off-site (employee must complete and sign a remote equipment agreement). The term personal computer includes, but is not limited to, laptops, desktops, tablets, phones, and other county owned computer related equipment.
- II. PROCEDURE:**
- A. Static electricity can cause serious damage to computer equipment. Static guard can be applied to the carpet around a computer to reduce or eliminate static buildup and possible damage to the computer. If an employee is experiencing a static electricity problem it is their responsibility to notify the IT department.
- B. Surge protectors and/or universal power supply: Only a computer and its associated equipment (screen, keyboard, speakers, etc., but NOT including laser printer) may be co-located on the same surge protector or universal power supply (e.g., "power strip"). Non-computer items including calculators, pencil sharpeners, and desktop lamps may also be co-located on the same surge protector or universal power supply. High energy items such as space heaters, coffee pots, laser printers, microwaves, refrigerators, large display televisions, etc. **MUST NOT** be co-located with the computer on the same surge protector or universal power supply.
- Co-locating computers and high energy items into the same surge protector or universal power supply may result in **SERIOUS DAMAGE**, costly repairs, loss of data, and safety hazards. The employee must contact the IT department if it is unclear if an item may or may not be co-located in this manner.
- C. Protect Your Computer: Keep clear all vents to the computer and related peripheral equipment such as, but not limited to monitor or scanner.
- D. Plants: No plant may be placed upon a computer or upon a shelf, cabinet, or table which is above a computer. Other items which are prohibited from being placed as

such include coffee pots, drinks of any kind, water softener equipment, fish bowls, and any other item involving water or liquid.

- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis or as needed by the Information Technology Director and Administrative Officer or HR Director.