



First Supervisory District of Suffolk County  
201 Sunrise Highway  
Patchogue, New York 11772

# Board Policy

## Use of ESBOCES Property

Eastern Suffolk BOCES permits the use of ESBOCES-owned materials and equipment by employees and Board members of ESBOCES when such material and equipment is needed for ESBOCES-related purposes.

The District Superintendent, Chief Operating Officer, or designee shall establish regulations governing the loan and use of such equipment.

ESBOCES-owned equipment and/or materials may not be borrowed without the express written authorization of the borrower's supervising administrator or the District Superintendent, Chief Operating Officer, or designee. The borrower assumes all responsibility for the proper use, care, and maintenance of the borrowed item(s).

All ESBOCES-owned materials and equipment shall remain the property of ESBOCES. A list of borrowed materials and equipment shall be maintained of the date the material or equipment was loaned, to whom it was loaned, and the date of expected and actual return. The borrower shall be fully liable for any damage or loss to the borrowed equipment during the loan period.

The District Superintendent, Chief Operating Officer, or designee shall be responsible to maintain up-to-date records of borrowed equipment and materials.

No employee or Board member may use ESBOCES facilities, equipment, tools, supplies, materials, or any other property for personal use, including, but not limited to, servicing, repairing, producing, creating, or otherwise working on any personal property of any kind at any time.

First Adopted: 7/1/03  
Readopted: 4/21/05  
Readopted: 7/11/07