

Use of ODOT Property

ODOT resources are only to be used for the purposes, and in the manner, needed to accomplish ODOT's mission and objectives and shall not be used for personal or private uses as described in ODOT *Policy PER 01-02-01*, Principles of Public Service Ethics.

Lost and Found Items

As stated in ODOT *Procedure ADM 06-13*, money or goods of unknown ownership found on State property (buildings, grounds, rights-of-way) by an ODOT employee does not become the property of the employee. ODOT will take reasonable measures to restore such items to the owner as a customer service.

One exception to this is that personnel dedicated to litter cleanup work, including Youth Litter Patrol and Adopt-A-Highway work groups, may keep returnable (deposit) beverage containers for their own use.

For all other items, refer to ODOT *Procedure ADM 06-13* available on the Support Service Branch website of the ODOT intranet.

Employee Rental of ODOT Housing

At some remote facilities, ODOT has housing available for rent by employees stationed at those facilities. Rental of that housing is addressed in ODOT *Procedure ADM 06-03-01*.

Camping on ODOT Property

Camping on ODOT property is generally not allowed. If special situations exist that warrant employee camping on ODOT property, the District Manager may give that permission.