



## Board Governance Policy

# Computer Equipment Policy

---

### **I. Purpose**

- A. To establish clear guidelines for the provision, appropriate use, and management of San Joaquin County Employees' Retirement Association ("SJCERA")-issued computer hardware and software by Trustees and staff members in the course of conducting SJCERA business.

### **II. Electronic Tablets and Data**

- A. SJCERA shall provide an electronic tablet with unlimited cellular data service, and preload applications needed to conduct Board of Retirement ("Board") business to trustees and designated staff members.
- B. SJCERA will not provide or reimburse the cost of other services or supplies such as Internet, telephone, paper, toner, etc.

### **III. Use of Equipment and Software**

- A. Devices provided by SJCERA are for official business use only. Personal use, including use by family members, is strictly prohibited.
  - 1. The devices are not to be used for personal reasons or by family members.
  - 2. The device should not be used as a hotspot for Internet activity, unless necessary to conduct SJCERA business.
- B. It is the user's responsibility to ensure the security of the device at all times.
- C. All data stored or transmitted using SJCERA-issued devices is subject to disclosure under applicable public records laws, except for information protected by privilege or specific statutory exemptions. Users should have no expectation of privacy in their use of these devices. Users are responsible for safeguarding the device and its contents at all times. Devices must be protected with password, biometric, or encryption settings as directed by SJCERA's IT protocols. Downloading or installing software onto the device is not allowed without prior authorization from SJCERA's CEO or Information Systems Manager.
- D. It is the user's responsibility to ensure the equipment provided under this policy is being used only for SJCERA business and not for any other purpose.

- E. Users should not retain more than six months' worth of downloaded meeting agendas, recurring reports, or similar materials. Confidential documents, such as closed session materials, must be deleted as soon as reasonably possible after the relevant meeting concludes. SJCERA should immediately be notified if the device is lost or stolen and advise SJCERA staff of the contents on the device at that time, to the best of the user's ability.
- F. Confidential information should not be downloaded and permanently stored on SJCERA devices (Example: Agenda materials for a closed session of a Board or Committee meeting should be deleted as soon as possible following adjournment of the meeting during which the closed session was held.)

#### **IV. Disposition of Electronic Tablet, Computer Equipment and Software**

- A. Pursuant to Resolution 2009-05-05 and the *Disposition of Equipment* procedure, the Board of Retirement authorizes the Chief Executive Officer to sell, donate, or dispose of surplus furniture and equipment.
- B. When equipment provided by SJCERA pursuant to this policy is replaced with new equipment, or the user concludes his or her service to SJCERA, the user shall return the equipment to SJCERA for redeployment or disposition, in accordance with the County's surplus disposal policy or by using a designated third-party public auction site.

#### **V. Devices Not Owned by SJCERA**

- A. A trustee or staff member may use an electronic tablet or other equipment not owned or provided by SJCERA in the conduct of business related SJCERA. When such device(s) is used, the trustee or staff member will acknowledge and abide by the *Guidelines for Use of Electronic Devices Not Owned by SJCERA*.
- B. This policy shall apply to all trustees and to any staff member or counsel to whom equipment has been provided.

#### **VI. Policy Review**

- A. Staff shall review this Policy at least once every three years to ensure that it remains relevant, appropriate, and in compliance. Any revisions or amendments to this policy must be approved by the Board in accordance with the bylaws.

#### **VII. History**

01/14/2011	Adopted by Resolution 2011-01-01
06/08/2012	Amended by Resolution 2012-06-02
02/12/2016	Amended by Resolution 2016-02-01
04/13/2018	Amended by Resolution 2018-04-01
06/29/2018	Staff reviewed, no content changes required; updated format
04/12/2019	Policy Review section amended to at least once every three years

07/12/2019 Amended for technical adjustments  
07/08/2022 Amended data usage and other minor edits  
07/16/2024 Amended to align with Retention Policy and other non-substantive changes  
07/11/2025 Policy amended for clarification.

**Certification of Adoption:**



Clerk of the Board

07/11/2025

Date

**Related Statutes:**

California Government Code Sections 8314 and 81000 *et seq.*