

privacy. The County reserves the right to search County property and documents in employee desks, lockers, file cabinets, etc.

## **Use of Communication and Computer Systems**

The County provides electronic and telephone communication and, when necessary, computers to employees. Although assigned to the employee, these items are County property. Similarly, any computer files created on a County computer belong to the County. Employees are prohibited from using County computers for personal business without the express written permission of the Administrator. This includes but is not limited to the transmission of mass or bulk emails and any non-County related materials. Unauthorized programs and files may not be used on County computers without the written permission of the IT Director. The County reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in County electronic systems.

Prohibited Activities. The following activities are specifically prohibited:

- Downloading or uploading any material which may be viewed as offensive or harassing to a reasonable employee or customer;
- Violating copyright laws;
- Using threatening or obscene material;
- Distributing material protected by trade secret;
- Utilizing the County's system for commercial purposes;
- Sending or soliciting sexually-oriented messages or images is prohibited;
- Violating the County's IT Policies and Procedures;

Should you enter a prohibited site in error, you must notify the Systems Administrator immediately.

No Right to Privacy. All employees should be aware that, because the electronic communications systems are designed for business use to serve the County's clients or customers and conduct other County business, the County may from time to time access and review e-mail and/or text messages. In addition, because of the nature of the computer system's technology, the e-mail system stores e-mail messages sent and all messages likewise are maintained on tape backup. For this reason, e-mail messages cannot be considered private by the employee.

Employees using any County electronic communication systems for personal purposes do so at their own risk and expressly consent to County monitoring, recording, transcribing, copying or storing of communications in a separate location.

Vehicle Tracking. Employees who regularly use County vehicles in the course of their work or employees who may occasionally use a County vehicle should be aware that the County may review GPS and/or AVL output from devices that are installed in most County vehicles. Employees are prohibited from attempting to disconnect or tamper in any way with these devices.

Televisions. Televisions are not provided and are not permitted in the office without specific written permission from the County Administrator.

## **Social Media**

Online social networks such as Twitter, Facebook, YouTube and LinkedIn can be valuable tools for communicating with the public and employees. County programs are encouraged to study these new communications methods, but may establish and maintain same only in accordance with the following guidelines:

- County departments wishing to launch and maintain a County social media site must receive prior written approval from the County Administrator before launch. This includes any site that will be managed by County employees as part of their official duties, including programs that are not part of the County organization but for which the County provides staff support.
- Departments must submit to the County Administrator information about the service to be used, the intended audience, the type of content to be posted, and which employees will have the ability to manage the site. Site management rights will be limited and closely monitored by senior management.
- County social media sites should make every effort to clearly identify their official status. Feed names should incorporate the program or unit's name or acronym whenever possible and should use the appropriate official logo if possible.
- Some social media sites allow user comments. Generally, comments are not be permitted unless the County Administrator has given prior authorization to allow public comments to be placed on site.