

**CITY OF REDDING**  
**Personnel Policies and Procedures Manual**

**Section:** Miscellaneous Policies

**Subject:** Policy Regarding Use of Computers and Management of Electronic Records

**Personnel Director:** Ronda Johnson **Date:** 10-24-08

**City Manager:** [Signature] **Date:** 10/27/08

**City Council Resolution No. (if applicable)** N/A **Effective Date:** 9/1/98

**Purpose**

The routine use of electronic equipment by City employees raises a number of issues, including appropriate use of equipment and software, confidentiality of City data; retention or deletion of electronic information; ownership and access to equipment; and prohibited uses. The purpose of this item is to establish a City of Redding policy regarding the appropriate and professional use of computers and related technology.

**Policy**

It is the policy of the City of Redding to abide by the United States Copyright Laws. Any employee that has access to copyrighted or licensed software and makes unauthorized copies of copyrighted or licensed programs is in violation of these copyright laws. Therefore, no City personnel shall duplicate a licensed program without written authorization from the vendor or unless the software license agreement authorizes it.

The use of employee-owned personal computer hardware or software at the workplace is prohibited without permission of the Department Director. The City will not be held liable for any damage or loss to, nor will the City be responsible for the maintenance of, employee-owned hardware, software, or data even if such materials or equipment are used in the course of conducting authorized City business.

Only Information Technology personnel or other personnel authorized by Information Technology will load software and/or hardware onto City computers. Software will be loaded only if: (1) it is licensed by the City, or (2) it is licensed to an employee of the City and its use has been approved by the Department Director.

Configuration of each workstation shall be determined first by City-wide policy and then by department policy. Only Information Technology or department personnel authorized by Information Technology may change the configuration of computer systems.

The City seeks to protect its proprietary interest in City records stored on its computer systems. Rules prohibiting theft or vandalism apply to software and data as well as to physical equipment. All software, data, reports, messages and information stored on local and network resources are the property of the City.

Therefore, no data relating to the conduct of City business shall be removed or transmitted via e-mail or any method of electronic file transfer to any other agency or person unless it is for the sole purpose of completing City business. Messages/e-mail, both internal and via Internet, created, received, or sent over any City-owned computer system may be subject to public disclosure in accordance with applicable law.

Employees are not guaranteed enjoyment of privacy rights for any mail, messages, or files created, stored, received, or transmitted on City computer systems and networks containing personal information unrelated to City business. Furthermore, City management reserves the right to review any and all such mail, messages, files, etc., to ensure compliance with this Policy and any other applicable City policies, laws, rules, and regulations.

Employees are expected to exercise good judgment while using the City's hardware, software, and networks. These tools should be used in a responsible, efficient, ethical, and legal manner in accordance with this and other administrative policies, regulations, and work standards. An employee's User-ID and Password are unique, identifying his/her as the user accessing a workstation or PC. The employee is responsible for any modifications or access to system information made using their User-ID. Therefore, employees shall at all times use extreme care to avoid exposing the City's automated systems and networks to security violations.

Individual departments may adopt more restrictive or additional policies or regulations applicable to the use of these technologies. Said information will be disseminated to the affected employees. If a conflict exists, the more restrictive policies will apply.

The City has no control over the content of messages or information postings on the Internet or on-line services. Employees using these services must understand that they may receive unsolicited e-mail/information which may be considered offensive. Due to the nature of the Internet, at this time there is not a way to safeguard this activity. The City will take all reasonable measures to protect City users from this type of intrusion. The use and distribution of electronic messages and/or images are subject to the City's policies regarding harassment, discrimination, workplace violence, employee conduct and honesty, and any other City policies.

**Prohibited Uses Include But Are Not Limited to:**

- a. Illegal activities
- b. Threats
- c. Harassment
- d. Slander
- e. Gambling
- f. Defamation
- g. Obscene language or images
- h. Political endorsements
- i. Excessive use for personal matters unrelated to City business

- j. Personal (non-City) for profit activities
- k. Copying commercial software in violation of copyright law
- l. Sharing passwords or disseminating information which may be used to gain unauthorized access to City's systems, networks, or data
- m. Accessing the Internet or other electronic bulletin boards for inappropriate activities (e.g. pornography, profane/hate materials, etc.)

### **Retention and Deletion of Electronic Communications**

Electronic communications, by their nature, are not customarily preserved and retained by the City or its officers or employees, but are transitory in nature similar to, and often used as a substitute for, telephonic or person-to-person communications. The City recognizes its legal obligations relating to the preservation and/or public disclosure of public records pursuant to the requirements of destruction of records laws and/or the PRA. However, the City's electronic communication systems has a limited capacity and therefore the City routinely purges, (deletes) e-mail and voice-mail communications from the system. Each system, to function as intended, anticipates or requires that employees regularly delete the communications from the system. Accordingly, an electronic communication should not to be used by any City official or employee as the exclusive means to memorialize important information when it is necessary or intended that the informational content of the communication be preserved for future City use or reference.

All electronic communications to, from, between or among any City officials or employees by use of an electronic communication system to facilitate any business of the City, where it is neither necessary nor intended that the informational content of the communication be preserved for future City use or reference, may be deleted from the City's computer system without preserving the informational content of the communication or any portion thereof, unless (1) a law expressly requires such communication to be kept; or (2) preservation of the communication is necessary or convenient to the discharge of the public officer's or employee's duties and the communication was made or retained for the purpose of preserving this informational content for future City use or reference.

If the City is required to maintain any electronic communication as a permanent record, it must be printed out in hard copy form for permanent filing or copied and stored to an electronic file for archiving separate from ordinary entries or message logs, and capable of being retrieved in readable or audible and comprehensible form.

### **Violation**

Anyone found in violation of this policy will be subject to disciplinary action up to and including termination of employment and/or criminal prosecution, if appropriate.