

Disabling installed security/monitoring software on City computers is prohibited. Software or computer files may not be taken out of the office for use by others, or removed or copied from any City computer or network onto a flash drive or other portable device unless authorized.

If employees suspect that their machine might have a virus or suffer any other computer malfunction, notify the Network Administrator immediately. Also, if an employee wants or needs new software, he or she should request approval from their supervisor.

City employees learning of any misuse of software or related documentation should notify his or her supervisor immediately. Any evidence of violation of this policy, security breach, or use of the City's hardware or software for an illegal purpose (including but not limited to unauthorized use of copyrighted materials or licensed software) may result in disciplinary action, up to and including termination.

3.05 Telephone Policy

Telephones (including both land-line and mobile), pagers, and voicemail, are intended for use by employees and officials of the City for the conducting of the City's official business. The occasional personal use of such technology, both during and after normal working hours, is acceptable so long as it does not interfere with the employee's job duties and is not used in such a manner as to incur any direct expense upon the City. Excessive personal calls during the workday are discouraged, regardless of the phone used, as they can interfere with productivity, be distracting to others, and can be a safety hazard. Long distance calls are to be limited to business purposes at all times.

3.05.01 Voice Mail

Voice mail message length should be kept to a minimum. City employees are expected to establish, maintain, and review their respective voice mail on a regular basis, including but not limited to, providing a professional greeting and/or notice of extended absence from accepting calls due to travel, vacation, etc.

3.05.02 Wireless Phones, PDA's, Smart Phones and Pagers

Where job or business needs demand immediate access to an employee or City official, the City may provide a wireless phone, PDA, smart phone and/or pager to the employee for work-related communications and such devices should be used primarily for business purposes. Each employee will be given the usage limit expectation. This usage will be monitored on a regular basis and excess usage will require justification. If an employee is determined to be abusing the City-provided devices, he/she will be asked to refrain from over usage and possibly to reimburse the City for the excessive use. If the abuse continues, the employee may lose their wireless device and/or be subject to disciplinary action.

There should be no expectation of privacy on the employee's part as to these wireless phones or devices, and the City reserves the right to inspect the calls, texts and messages sent and received using these phones or devices in order to confirm that they are being used for business purposes. Employees are also expected to protect any City-provided wireless phones or devices from loss, damage or theft.

Employees, while driving a vehicle on City business or as part of their job-related duties, are expected to refrain from using any wireless device (i.e., wireless phone, PDA, smart phone, pager, etc.) as much as possible. Safety must come before all other concerns, and the use of a hands free device or headset is strongly encouraged as a safety measure. Employees should use discretion in placing or accepting calls when driving. If practical, pull off to the side of the road and safely stop the vehicle before placing or accepting a call. When this is not possible, consider letting voicemail answer the call, and call back later.

Texting or e-mailing while driving on City business is extremely dangerous and is strictly prohibited. Employees should at all times follow applicable state and local laws with regards to wireless phone usage, texting, and e-

mailing while driving. If an employee is charged with a traffic violation resulting from the use of his/her wireless device while driving, he/she will be solely responsible for all liabilities that result from such actions.

3.05.03 Return of Wireless Devices

Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the City-provided wireless phone or devices for return or inspection. The City will maintain the telephone numbers for all wireless phones or devices provided.

Employees who violate this policy will be subject to disciplinary action, up to and including, termination of employment.

3.06 Social Media Policy

The City respects the rights of its employees to use blogs and other social media tools not only as a form of self-expression, but also as a means to further the City's business. It is important that all employees are aware of the implications of engaging in forms of social media and online conversations that reference the City and/or the employee's relationship with the City and its reputation in the community, and that employees recognize when the City might be held responsible for their behavior.

The best advice is to approach online worlds in the same way we do the physical one – by using sound judgment and common sense, by adhering to the City's values, and by following the City's Code of Conduct Policy and all other applicable policies. In general, what an employee does on their own time is their affair. However, activities in or outside of work that affect an employee's job performance, the performance of others, or the City's business interests are a proper focus for City policy.

The following activities are specifically prohibited per City policy. An employee may not record, film or take pictures while inside City facilities or outside on City property without prior approval from the PR Department. In addition, managers or supervisors may not use social media to provide references or recommendations or make comments regarding current or former employees.

3.06.01 Social Computing Guidelines

The following guidelines have been developed for social media participation, and apply to all City employees who participate in, create or contribute to blogs, wikis, social networks, virtual worlds, or any other kind of social media. It is essential that employees understand and follow these simple but important guidelines. Whether logging into Twitter, Yelp, Wikipedia, Linked In, Plaxo, U-Tube, YouTube, MySpace or Facebook pages, or comment on online media stories — these guidelines are for all employees. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. An employee should consult with his/her manager or supervisor if they are uncertain.

1. The employee should be transparent and state they work for the City. Honesty will be noted in the social media environment. If writing about the city, an employee should use his/her real name, identify they work for the City, and be clear about their role. If an employee has a vested interest in what they are discussing, be the first to say so. Also, write in the first person. The employee must make it clear that he/she is speaking for him/herself and not on behalf of the City. For example, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the City or the City's positions, strategies or opinions."
2. An employee must never represent him/herself or the City in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
3. Post meaningful, respectful comments. In other words, do not post online "disparaging, discriminatory or defamatory comments when discussing the City, an employee's superiors, co-workers, and/or other municipalities. Please, no spam and no remarks that are off-topic or offensive such as ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable