

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

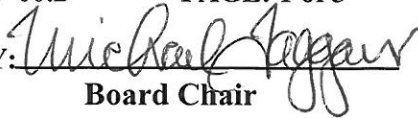
SUBJECT: Electronic Communication Systems Policy

PPG NUMBER: 00.2

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APPROVED BY:


Board Chair

REVIEWED: 09-05-2017 BY: Board

POLICY:

Electronic communications, including the contents of East County Fire & Rescue owned computers and telephones are the property of the District. This policy is meant to set forth guidelines regarding access to and disclosure of information or messages sent or received by East County Fire & Rescue members using the system. This policy may be changed at any time. The Internet, electronic mail (e-mail), phone mail or any other communication or information system of East County Fire & Rescue is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. All personnel will acknowledge their understanding of this policy by signing form 00.2a shown at tab a.

Generally: East County Fire & Rescue treats all computer files, including e-mail sent or received, as District-related information. The District has the capability and reserves the right, with or without notice, to access, monitor, review, copy, and/or delete any computer files, including e-mail sent or received, and all web site communications and/or transactions. If members make incidental use of the computer system for personal files or e-mail, members should not expect personal files or e-mail to be protected from review by the District. Accordingly, members should not use computer systems to create or transmit any information they wish to keep private.

Use of the computer system to engage in any communications that are in violation of this or any East County Fire & Rescue policy is strictly prohibited. East County Fire & Rescue prohibits the display or transmission of sexually explicit images, messages, cartoons, or any transmission or use of communications that contain profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, gender, age, sexual orientation, disability, religion or political beliefs.

East County Fire & Rescue computer systems shall not be used to solicit for commercial ventures, religious or political causes, or outside organizations that are not authorized by the District.

Members are prohibited from installing personal computer games (i.e., video games) on District owned computer systems or playing same in station areas visible to customers (the public).

Software: East County Fire & Rescue prohibits the unauthorized use of software. The District expects its members to conduct themselves responsibly in this regard. Members should refrain from making or using unauthorized copies of software programs.

Termination: Upon voluntary or involuntary termination of service with the District, members may not take any computer-related programs, files, or materials for personal possession. Again, all computer-related materials are the property of East County Fire & Rescue. Upon termination, East County Fire & Rescue may shut off the former member's access to District computer systems.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation committed.

ELECTRONIC COMMUNICATION SYSTEMS

MEMBER ACKNOWLEDGEMENT FORM

I understand that all electronic communications systems and all information transmitted by, received from, or stored in these systems are the property of EAST COUNTY FIRE & RESCUE. I also understand that these systems are to be used primarily for District-related purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to EAST COUNTY FIRE & RESCUE monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing and reading all e-mail entering, leaving, or stored in these systems, tracking Internet usage, and listening to my voicemail messages in the ordinary course of operations.

Name of Member [Please print]

Member's Signature

Date

Name of District Witness [Please print]

Signature of Witness

Date