

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2015- 030

AMENDMENT TO THE PACIFIC COUNTY POLICY MANUAL

WHEREAS, Pacific County is dedicated to protecting the lives of their employees and providing a safe work environment; and

WHEREAS, a policy manual has been created to endeavor to provide the protection and provision of a safe work environment for all employees; and

WHEREAS, the policy manual needs to be periodically reviewed, modified, and occasionally updated by replacement; and


WHEREAS, the Board has determined that Internet, Email Telephone, and other Electronic Equipment and Media Use Policy is in need of updating, now, therefore,

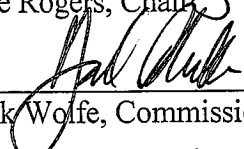
IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON, that the attached Internet, Email Telephone, and other Electronic Equipment and Media Use Policy is approved, adopted and shall become effective the 1<sup>st</sup> day of July, 2015. Upon becoming effective, the new policy shall rescind the policy adopted via Resolution 2012-054.

PASSED by the Board of Pacific County Commissioners the 23<sup>rd</sup> day of June, 2015, meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage.

3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

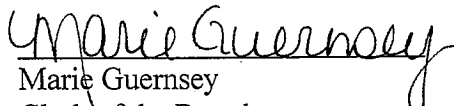
BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

  
\_\_\_\_\_  
Steve Rogers, Chair

  
\_\_\_\_\_  
Frank Wolfe, Commissioner

absent @ signing  
\_\_\_\_\_  
Lisa Ayers, Commissioner

ATTEST:

  
\_\_\_\_\_  
Marie Guernsey  
Clerk of the Board

**PACIFIC COUNTY**  
**Internet, E-mail, Telephone, and other Electronic**  
**Equipment and Media Use Policy**

**Section 1. Policy Purpose**

The primary goal of Pacific County's electronic communication systems and equipment policy is to facilitate the effective and efficient conduct of County business. This includes encouraging and facilitating the free exchange of business related communication, ideas and information between employees, and providing appropriate and reliable information to the public. Pacific County is obligated to administer County owned resources including electronic equipment and media for the benefit of the public and not individual interests.

The purpose of this policy is to set forth Pacific County's standards and expectations regarding employee, volunteer, and/or contract service provider access to and use of the internet, e-mail, phones, and other electronic equipment. This policy applies to all Pacific County employees and volunteers and their use of County owned network, computers, telephones, cell phones, fax machines, scanners, radios, cameras, visual, auditory or data recording devices, or any other electronic equipment or programs, and to County licensed and/or owned software used to access the internet, e-mail, or any other device or form of electronic communication, media, or devices.

**Section 2. Definitions**

**Browser**: The computer program by which a user can access the visual and/or auditory aspects of the World Wide Web.

**Download/Upload**: The transmission of computer files, programs or other information via an electronic device.

**Official**: The Elected Official or Appointed Department Head for an office/department.

**Network/System Administrator**: Those County representatives tasked with maintaining Pacific County computer(s) and/or communication equipment and software programs.

**Internet**: Publicly accessible computer network connecting many smaller independent networks and systems around the world. This web of computers offers information and/or programs that can be downloaded onto a user's computer.

**Internet/E-mail**: A service by which visual and auditory messages and other files and programs are sent electronically via the Internet.

**World Wide Web (www)**: A subset of the Internet in which computers display information on "Web sites" accessible to the public.

**County Provided Equipment, Software, and Services:** County owned or provided equipment and services including computers, network, internet/e-mail, telephones, cell phones, radios, standard film or digital cameras, visual, auditory or data recording devices, software programs, or any other electronic or communication equipment, or software programs or licenses, owned, licensed to, operated by or located in or on premises or vehicles owned, rented, or leased by Pacific County.

### **Section 3: Policy Statement**

It is the Policy of Pacific County that:

1. An employee, volunteer, or contract service provider must be given authorization (Attachment C) by his/her respective Official prior to using County provided equipment, software, and services.
2. An employee, volunteer, or contract service provider must receive authorization by his/her respective Official prior to accessing the Internet or e-mail programs licensed to or operated by Pacific County, and prior to using any other electronic media based software or program.
3. An employee, volunteer, or contract service provider wishing to access the Internet or to use any of the equipment or programs listed in Items No. 1 and/or 2 above must submit a completed Internet Usage Agreement (Attachment B) to his/her respective Official. The request will either be approved, denied, or an alternative response provided. Unauthorized access into or downloading of any material from the Internet by an employee or volunteer using County provided equipment, software, accounts, or services, or through any other means is a violation of this policy and is cause for disciplinary action.
4. The Network/System Administrator(s) assigned to maintain hardware and software systems for the County is/are authorized to identify, track, and store the usage of the Internet, E-mail, and other electronic media by County employees, volunteers and contract service providers. Unauthorized or inappropriate usage of the Internet, or any usage not permitted by this policy and authorized by the respective Official shall be promptly reported to the Official.
5. Authorization by the Official is required prior to an employee, volunteer, or contract service provider participating in an Internet or E-mail news group.
6. Downloading of files from the Internet is limited to approved sources for official County business activities only.
7. Installation of any and all software or hardware by county employees, volunteers or contract service providers is strictly prohibited without supervision or prior approval of the Network/System Administrator(s) assigned to maintain hardware and software systems for the County.
8. Text messages on County owned cellular phones should only be transitory in nature. Transitory is defined as records which are required for a limited time to complete a routine action, are used in the preparation of final records, or are retained as information or convenience copies by offices or individuals who do not have primary responsibility for them.

There is no ongoing value beyond an immediate transaction or the preparation of a subsequent record. In other words, an email about going to lunch or seeing if someone is free for a meeting at a certain time or location.

9. Any text message that is received or sent that relates to the conduct of government business is to be forwarded to the employee's county email.
10. Employees, volunteers, and contracted service providers have no expectation of privacy when they are using County owned computers, land line or cellular phones, internet/e-mail, and/or other electronic equipment, software or services.

#### **Section 4: Permitted Uses of the Internet, Email and Electronic Messaging Systems**

Employees, volunteers, and contract service providers with the approval of the respective Official, may use County provided equipment, software, and services, only for purposes that are reasonably related to official County business. Acceptable actions in support of official County business include:

1. Searching and/or going to websites for technical information directly related to County business.
2. Sending and/or receiving emails or other communication directly related to County business.
3. Going to websites as directed by a Network System Administrator to update County software.

In addition, it shall be permitted for County employees, volunteers, and/or contract service providers, upon approval of the Official, to access the Internet or to use e-mail, telephones, cell-phones and/or radios for occasional but very limited personal use of County owned communication equipment and/or software programs listed within this policy, subject to the following limitations:

1. There is no cost to the County.
2. The use does not interfere with performance of the employee's, volunteers, or contract service provider's official duties.
3. The use is brief in duration and infrequent in occurrence. Employees, volunteers, and contract service providers are expected to exercise good judgment in this respect.
4. The use does not disrupt or inconvenience other County employees, volunteers, or contract service providers and does not obligate others to make personal use of County resources.
5. The use does not compromise the security or integrity of County systems, information or software.
6. The use is does not constitute a crime, an illegal use, or violate any other County policy, or state or federal law.
7. The use does not constitute a private business use for profit, or provide a benefit or financial gain to the employee or volunteer, or to any corporation or organization for which the employee or volunteer is an employee, officer, board member, shareholder, etc.
8. The use will not cause or allow the receipt, storage or transmittal of an electronic message, image or data that contains discriminatory information or promotes discrimination on the basis of age, race, color, gender, creed, marital status, national origin, disability, religion, sexual orientation, or disabled and/or veterans status.

9. The use does not violate software licensing agreements or cause copyright infringement.
10. The use does not express or promote personal religious beliefs, or express or promote political beliefs, campaigns or initiatives.

## **Section 5: Prohibited Uses of the Internet, Email and Electronic Communication and Recording Systems**

Employees, volunteers, and contracted service providers are prohibited from using County provided equipment, software, and services, or any other device or form of electronic communication or media for the following purposes:

1. To order or sell items, except as associated with official County business.
2. To participate in any online game, contest, promotion, or sweepstakes.
3. To participate in non-County business related Instant Messaging, chat groups, list servers, or newsgroups.
4. To download audio or video entertainment not associated with official County business.
5. To release confidential or misinformation regarding County business, views or actions.
6. To participate in any use that constitutes a violation of copyright laws.
7. To gamble.
8. To solicit money for, support of or participation in religious or political causes, or for any non-County event.
9. To upload, download, create, post, transmit, forward, copy, or show another person, or voluntarily receive obscene, pornographic, offensive, libelous, threatening or harassing material, except as directly related to official County investigative activities as directed by the applicable Official.
10. To spread viruses, gain unauthorized access to another computer, or to make another network unusable by launching a denial of service attack.
11. To transmit unencrypted sensitive or confidential department information over the Internet or email.
12. To make an Internet connection that bypasses the Pacific County servers or firewall, or uses an unauthorized browser.
13. To use someone else's password, identity, alias, Internet or e-mail account or County computer or other equipment to access Internet or e-mail, or to use other software programs without permission.
14. To permit a person not authorized by the Official to access a County computer or other County equipment for any purpose.
15. To view, damage, alter, or delete other users' files.
16. To log onto or check outside e-mail accounts using County computers, networks, communication lines or equipment.
17. To visit, view or participate in any type of social media, unless it is for County business.

## **Section 6: Records Retention**

All records, electronic or otherwise, that are prepared, owned, used or retained by the County are subject to the Public Records Act Chapter 42.56 RCW and the County shall be the legal custodian of those records. Further, they shall be retained in accordance with the County's Retention Policy.

## **Section 7: Harassment or Criminal Activity**

If you believe that you or someone else is the victim of harassment or believe that criminal activity or a violation of this policy has occurred, please report such to your Official. If the Official is the alleged violator, please contact the Prosecuting Attorney or Risk Manager.

## **Section 8: Violations and Discipline**

Violation of this policy may be cause for disciplinary action. Disciplinary action, subject to compliance with applicable collective bargaining agreements, civil service rules and/or personnel policies and laws of the State of Washington, may include one or all of the following:

- Restriction of electronic communication and/or equipment privileges
- Removal of electronic communication and/or equipment privileges
- Oral warning
- Written warning
- Suspension
- Demotion
- Termination

**ATTACHMENT B:**

**PACIFIC COUNTY INTERNET, EMAIL, TELEPHONE, AND OTHER ELECTRONIC  
COMMUNICATION EQUIPMENT AND PROGRAM AUTHORIZATION AGREEMENT**

I, \_\_\_\_\_ have read and understand the Pacific  
County internet, email, telephone and other electronic equipment and media use policy.

I have read and understand this policy and agree to abide by its provisions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT C:**

**AUTHORIZATION BY OFFICIAL FOR EMPLOYEE, VOLUNTEER OR CONTRACT SERVICE PROVIDER INTERNET, EMAIL, TELEPHONE, AND OTHER ELECTRONIC EQUIPMENT AND MEDIA USE**

\_\_\_\_\_, is authorized to access and/or use the following electronic media, equipment and/or programs on behalf of Pacific County for official County business in his/her role as an \_\_\_ employee, \_\_\_ volunteer, or \_\_\_ contracted service provider under my supervision. The specific electronic equipment and/or media approved for use by this individual includes the following:

\_\_\_\_\_ Network

\_\_\_\_\_ Computer or laptop

\_\_\_\_\_ Email

Other: \_\_\_\_\_

\_\_\_\_\_ Internet

\_\_\_\_\_ Telephone

\_\_\_\_\_ Fax machine

\_\_\_\_\_ Copy machine

\_\_\_\_\_ Cell phone

\_\_\_\_\_ Voice radio

\_\_\_\_\_ CB

\_\_\_\_\_ Digital camera

\_\_\_\_\_ Electronic voice or recording device

DATA/SOFTWARE PROGRAMS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Holding the Office of: \_\_\_\_\_