

# CITY OF EAST WENATCHEE



Use of City Resources Policy  
Adopted by Resolution 2011-11

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## **1. PURPOSE**

The proper stewardship of City resources is a responsibility that all City officials and employees share. Accordingly, except as provided below, City employees may not use City resources for personal benefit or gain or for the benefit or gain of other individuals or outside organizations. Responsibility and accountability for the appropriate use of City resources ultimately rests with the individual City official or City employee, or with the City official or City employee who authorizes such use. City officials and employees should ensure that any personal use of City resources permitted by this policy is the most efficient in terms of overall time and resources. The City may require that individuals sign written acknowledgement of all or part of this policy as a condition of employment and/or prior to use of these resources.

## **2. DEFINITIONS**

“City Officials” include all elected officials and all Department Heads.

“City Resources” include electronic and communications equipment, software, and systems, including, but not limited to: computers, computer networks, software, copiers, scanners, printers, other computer peripherals, telephones, fax machines, cellular phones, radios, applications such as the Internet, email, office systems, and other equipment or other property or resources under the official’s or employee’s official control or direction or in his or her custody or to which he or she has access.

## **3. DIRECTIVES**

1. The City wants its officials and employees to be aware that its security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, or newsgroup. The City keeps a log of employees accessing the Internet which will be periodically audited. No user should have the expectation of privacy as to his/her Internet usage.
2. The City’s Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City resource for illegal activity is grounds for immediate suspension. Likewise, the City will cooperate with any legitimate law enforcement activity.
3. Any software or files downloaded via the Internet into the City’s network become the property of City. Any such files or software may be used only in ways that are consistent with their licenses and/or copyrights.

4. Only those users who are duly authorized to speak to the media or in public gatherings on behalf of City may speak/write in the name of the City of East Wenatchee to any newsgroup or chat room. Employees may participate in newsgroups or chats outside of work hours, but they do so as individuals speaking only for themselves.
5. The City has installed a variety of proxies and other security systems to assure the safety and security of its network. Any user who attempts to disable, defeat, or circumvent any security facility may be subject to disciplinary action.
6. Public access databases (e.g., World Wide Web servers, File Transfer Protocol servers) must not be created or implemented without prior approval by the Mayor.

#### **4. OVERSIGHT OF THE CITY'S INFORMATION AND COMMUNICATION SYSTEMS**

Except as provided for elsewhere in this Policy, the City designates the Public Works Department as the City department responsible for the oversight and maintenance of the City's non-law enforcement information and communication systems. The East Wenatchee Police Department maintains its own information and communication system. The responsibility of the Public Works Department includes, but is not limited to:

1. Overseeing the performance of the City's independent contractor who maintains and supports the City's information and communication systems ("independent contractor");
2. Overseeing the independent contractor to ensure the proper maintenance and repair of the City's computers and servers;
3. Ensuring that the City's telecommunication system is properly maintained;
4. In consultation with the City's independent contractor, assisting in the planning and implementation of computer systems used by non-law enforcement staff of the City;
5. In consultation with the City's independent contractor, assisting in determining the City's computer needs and in planning new automated systems that will meet the City's objectives and comply with legal requirements and legislative changes affecting department services;
6. Acting as the City's liaison between staff and the independent contractor when technical support, troubleshooting, repair, or advice regarding the City's information and communications systems is needed;
7. Coordinating the implementation of new systems and the adoption of new or modified computer equipment and programs;
8. Arranging for the maintenance and repair of computer equipment;
9. Tracking all maintenance contracts regarding computer equipment;

10. Maintaining and updating a written inventory of any software products purchased by the City;
11. Maintaining and updating a written inventory of any hardware products purchased by the City;
12. Conducting annual physical inventory of equipment and preparing inventory records and reports;
13. Responding to inquiries and complaints regarding services provided; assures that appropriate information is provided and problems are resolved; and
14. Ensuring the internal and external security of the City's computer system.

## **5. GENERAL PROVISIONS**

1. Prohibition Against Use of City Resources for Personal Use.

Except as provided below, No City Official or City employee may use City resources for personal benefit or gain of the official, employee, or any other person. Except as provided in this policy, a City Official or employee may not make private use of City resources and then reimburse the City so there is no actual cost to the City.

2. Limited Exceptions to Prohibition Against Personal Use.

The prohibition set forth in Section 5.1 does not apply to the use of City resources to benefit another person if such use is consistent with the official or employee's official duties. Notwithstanding the prohibition against use of City resources for personal benefit set forth in this policy, a City Official or employee may make occasional but limited use of City resources if the following conditions are met:

- i. There is little or no cost to the City;
- ii. Any use is brief;
- iii. Any use occurs infrequently;
- iv. Any use of City resources does not interfere with the performance of the official or employee's duties, and does not obligate other employees to use City resources;
- v. Any use does not disrupt or distract from the conduct of City business, including volume or frequency; and
- vi. The use does not compromise the security or integrity of City information or software.

3. Examples of "occasional but limited use."

- i. Use of the email (or phone) during breaks to confirm that children have arrived home safely from school, confirming appointments with health care providers;

- ii. Use of the Internet during breaks, as long as such use does not interfere with official duties, pose a security risk, or consume excessive resources.
- iii. A City Official may authorize personal use of City resources if he/she determines that such use promotes organizational effectiveness or enhances the job-related skills of the City Official or employee using such resources.
- iv. The Mayor may authorize use of City resources to support, promote, or solicit for an outside charitable or community-based organization or group if the use of City resources is de minimis.
- v. The Mayor may designate bulletin boards, either electronic or physical, which are authorized for personal use.
- vi. The Mayor may authorize City-owned software to be installed on a personally owned computer upon request by a City Official; provided, the installation does not violate the software license. The City assumes no liability for such installation or use.

#### 4. Absolute Prohibition

Notwithstanding the limited exceptions provided herein, the City absolutely prohibits the following personal uses of City resources:

- i. Any downloading of content from an Internet site.
- ii. Any downloading of software from the Internet.
- iii. Any use for the purpose of conducting an outside business of the City Official, employee, or a relative or acquaintance of the Official or employee.
- iv. Any campaign or political use, unless such use has been determined not to be a violation of RCW 42.17.130 and .190 by the City Attorney, the Washington State Attorney General, or the Washington Public Disclosure Commission, or as otherwise authorized by law.
- v. Commercial uses such as advertising or selling, whether for personal or business purposes, other than authorized charitable or community-based promotions as designated in this policy.
- vi. Any use for private benefit or gain, including use of City contracts with vendors for the purchase of goods or services.
- vii. Any illegal activity, including any use of the Internet, software, or any other property or resource that violates copyright laws.
- viii. City Officials and City employees may not play games on a City-owned computer, even if the game was preloaded on the computer as part of the manufacturer's operating system. Downloaded and interactive games have the potential to undermine the security of City information and systems.
- ix. Nothing in this policy is intended to limit the ability of a City Official to adopt policies for their offices or departments that are more restrictive than the prohibitions provided herein.

#### 5. No Expectation of Privacy.

The City reserves the right to monitor the activities of all City Officials' and employees' City computers, email, Internet, fax, cell phones, and other electronic and communications systems. Users shall have no expectation of privacy when using City resources. Such records may be subject to disclosure under the Public Records Act as codified or hereinafter amended or may be disclosed for audit or other legitimate City operational or management purposes. Any records created while conducting City business using personally owned communications devices may also be subject to disclosure.

6. Violations – Penalty.

In order to safeguard City resources, violators of this policy may be denied access to City computing and network resources and may be subject to other disciplinary action within and outside the City. Violations of this policy will be handled in accordance with the City's established disciplinary procedures. The City may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of City computing and network resources, or to protect the City from liability.

The City reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

**6. SPECIAL PROVISIONS REGARDING COMPUTER ACCOUNTS**

1. Security.

Users are responsible for the security of electronically stored information (data) to which accounts assigned to the user have been given permission to use. All users given permission to access data must act in a manner to protect said data from loss, unauthorized alteration, and unauthorized use.

2. Assignment of Computer Accounts

Computer accounts are assigned to individual City Officials and City employees for their exclusive use.

Users are responsible for all activities conducted with accounts assigned to them. Shared computer accounts for specialized purposes, and with limited access to data, may be authorized by the Mayor. Such shared accounts may also be exempted from password standards and access control requirements if authorized by the Mayor.

Except in the case of authorized shared accounts, City Officials and City employees must keep passwords secret. Each user is responsible to maintain the secrecy of the passwords for accounts assigned to him/her.

The Mayor may specify mandatory password standards that may include, but may not be limited to, length, content, and case restrictions, as well as requirements for periodic password change.

Unless pre-authorized by the Mayor, it is a violation of policy to allow others to obtain or use a password assigned to the user. If the user has knowledge that another person knows or is using their password, it is their responsibility to immediately change it and to report it to the Mayor.

### 3. Access Control

User account and passwords are used to control access to City data resources based on an individual employee's need to access specific data. Users are responsible for data accessed, transmitted, copied, deleted, etc. to or from their computer account.

To prevent unauthorized use, all users should log off of, or lock access to, all City computers and systems before leaving said computers or systems unattended. Data will not be copied or transmitted without the same access restrictions as those placed on the original data. This provision is not intended to restrict distribution of data resulting from public disclosure requests or the authorized release of information by the City.

The independent contractor and other authorized individuals may, by nature of assigned duties and in support of authorized activities, be exempt from any or all of these provisions regarding computer accounts. Exceptions shall be authorized by the Mayor.

## 7. SPECIAL PROVISIONS REGARDING ELECTRONIC MAIL

Electronic mail is an integral part of the City's communications. It is the policy of the City to encourage the responsible use of electronic mail whether internally or externally generated or viewed. This policy is meant to make all users aware of the risks associated with using electronic mail and to inform them of City's policy regarding such use. This policy applies to the electronic version of the messages and any paper or printed copies of the messages.

### 1. Purpose



The primary purpose of the City's electronic mail system is to facilitate the timely and efficient conduct of City business. The system is also provided to encourage and facilitate the free exchange of business-related communications and ideas between employees.

## 2. Right of Inspection

- i. The electronic mail system is intended for business purposes. Electronic mail communications constitute public records and the City has the right to access or monitor messages for work-related purposes, security, or to respond to public record requests. All messages should be composed with the expectation that they are public.
- ii. Users shall have no expectation of privacy in email messages, whether they are business related or an allowed personal use as provided herein. Use of electronic mail shall be considered consent to City Officials, managers, and other employees to inspect, use, or disclose any electronic mail or other electronic communications and/or data without further notice.

## 3. Prohibition of Inappropriate Message Content.

Electronic mail should be businesslike, courteous, and civil. All the City's policies, including policies prohibiting discrimination and sexual harassment, shall apply to use of email. Email shall not be used for the expression of unlawful or discriminatory ill will or bias against individuals or groups, offensive material such as obscenity, vulgarity, or profanity, or other non-businesslike material. Sexually explicit material, cursing, and name-calling are expressly prohibited.

## 4. Forwarding of Electronic Mail

A user forwarding a message, which originates from someone else, may not make changes to that message without clearly disclosing the exact nature of the changes and the identity of the person who made the changes.

Messages received from the City Attorney, or private attorneys acting on behalf of the City, its officers or employees, may be privileged communications and therefore, confidential, and these messages shall not be forwarded to non-City persons without the prior approval of the author.

## 5. Misbelieved Messages

If an electronic mail message comes to a user by mistake, the user should stop reading as soon as they realize the message was not meant for them and notify the sender or system administrator immediately.

6. User's Responsibility for Security

Users are responsible for the security of their electronic mail account password and any electronic mail that is sent via a user account. To protect a user account against unauthorized use, the following precautions should be taken: Log off from, or lock access to, the City computer before leaving it unattended. If user id logon is left open, and someone else uses it, it will appear as if user sent the message and user will be held accountable.

Do not give out passwords. Users are responsible for messages sent via user account. Correspondingly, do not use or tamper with someone else's account without his/her knowledge and consent. Unauthorized use of an electronic mail account is in violation of this policy.

7. Use of Non-City Email Accounts

Non-City email accounts (like AOL, MSN, Yahoo!, Gmail, hotmail, etc.) may not be used to conduct City business unless approved in advance by the Mayor. Likewise, a non-City email account may not be linked to a City email account. All City Officials and all City employees are issued City email accounts.

8. Transmission of Confidential Information

Confidential material must not be sent via electronic mail. Electronic mail messages may be intercepted, viewed, and used for non-approved purposes, especially when corresponding via the Internet, a medium over which the City has no control.

**8. SPECIAL PROVISIONS REGARDING INTERNET WEB SITE ACCESS**

The City encourages effective and efficient use of all City equipment for completion of City business. This includes use of the Internet for City employees to provide information to City residents, businesses, and other governmental agencies to search for information, and for information exchange.

1. Certain Use of Internet Prohibited

The following are specific examples of prohibited activities/access. This policy applies to use of any Internet or Intranet access system including but not limited to the City's network, the City's wireless access system (while on duty and/or using City-owned equipment), specific accounts set up at remote sites, or other City-

owned or funded access. The City reserves the right to discipline and to remove Internet access for any employee for violation of this policy.

Use of City equipment to access pornographic web sites is prohibited at all times, except by law enforcement personnel in the conduct of their official duties and with the express permission of the Chief of Police.

Use of the City Internet access to buy or sell merchandise or services online for personal use is expressly prohibited. This prohibition includes but is not exclusive to bidding on auction items, responding to bidders or buyers messages, receiving bidding notifications or alerts, and/or accessing PayPal or other buyer or seller accounts.

Use of the City's Internet access to access social media web sites (MySpace, Facebook, Twitter, etc.) is expressly prohibited, except by personnel in the conduct of their official duties and with the express permission of the Mayor.

Use of "instant messaging" software is prohibited unless permission is granted by the Mayor, pursuant to a written request based on a business necessity.

Use of City Internet access to create or forward chain letters is prohibited.

## 2. Monitoring and Reporting of Internet Use

It is the responsibility of City Officials to monitor and audit Internet web use within their department. Because there is the potential for employee abuse of the system, the City may monitor and record user access to Internet sites and provide the Mayor or City Council with information that can be used to track access to all Internet sites as required or requested to enforce City or department policy.

## 3. Downloading Files

The possibility of downloading a file with a computer virus is great and care must be taken not to contaminate any computers in the City. Files copied from an Internet site, or any other outside source, must be scanned by virus checking software prior to being used on a City computer. The independent contractor shall make options available for virus checking of copied files.

# 9. UPDATING INFORMATION ON THE CITY'S WEBSITE

The City designates the City Clerk's Department as the department responsible for ensuring that the information on the City's website is accurate and up to date. The City

Clerk has developed guidelines on how to submit information to the City Clerk for inclusion on the City's website. Except as provided in these guidelines, no other employee of the City has authority to add or delete information on the City's website.

## **10. REMOTE ACCESS TO CITY SYSTEMS**

Remote access to certain City systems, applications, and data is maintained for selected employees. City remote access systems require a high level of application and user maintenance as well as monitoring. In addition, they significantly increase the security risks associated with outside access to applications and data. Remote access systems are therefore restricted only to those City Officials and employees who show a demonstrated necessity to access data or applications while away from City facilities and ONLY for City business. Remote access will not be granted for convenience. Users who do not utilize remote access systems may be removed as users. Use of remote access for other than official business will result in immediate removal as a user and, if appropriate, disciplinary action.

### **1. Authorization Required**

Prior to use by any City Official or employee, the appropriate City Official must submit a written request to the Mayor identifying the user and stating what business necessity exists requiring the potential user to utilize remote access. Permission will be based on demonstrated need and subject to the criteria listed below.

City Officials, managers, and supervisors must be aware that providing remote access to City systems has the potential to result in overtime payments. Time spent accessing data or email remotely is considered compensated time for employees subject to FLSA rules. City Officials and employees are required to comply with the City's overtime policies.

### **2. Internet Service Provider Requires Approval**

It is the policy of the City that it does not provide or pay for Internet access on home or City-owned computers. Exceptions will be approved by the Mayor. Employees with remote access who travel should utilize Internet access through their lodging facility or other means. Any purchase of an ISP to be paid for from City funds must be previously approved.

### **3. Web Based Email (WebMail)**

The City maintains a WebMail system that allows access to the City email system. The system may be authorized to employees who are required to access and respond to their email while on leave and traveling.

## **11. SPECIAL PROVISIONS REGARDING CELLULAR TELEPHONES/SMARTPHONES**

The effective management and application of Information Systems (including cellular telephones and smartphones) improves the quality of service delivered to the citizens of the City, the productivity of the City workforce, and the general cost effectiveness of the City operation. The City's use of cellular telephones and smartphones is increasing as employees are asked to do more with less. Cellular and smartphone technology provides assistance with disaster recovery, and offers portable alternatives for immediate communication, enabling time and distance to be managed more effectively. Violation of the City policy on cellular phone and smartphone use is considered a serious offense.

City Departments shall acquire and use cellular phones in accordance with this policy. The purpose of this policy is to ensure that employees use cellular phones in the most expeditious manner and to provide guidelines in the acquisition and use of such equipment.

1. The purchase and/or installation of cellular phones must be approved by a City Official. Prior to purchase, the City Official must responsibly ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with a cellular phone.
2. Employees shall use City-owned cellular phones for City business as authorized by the City Official. Employees shall not use cellular phones in lieu of more cost-effective, practical and available means of communication.
3. Employees may use City-owned cellular phones for personal reasons only in an emergency. In such event, the employee shall reimburse the City for the cellular phone charge incurred.
4. City Official's shall routinely examine cellular phone billing summaries to ensure that employees are using City-owned cellular phones for City business only.

## **12. SPECIAL PROVISIONS REGARDING CITY MAIL**

1. City mail is for business use. Costs are attributable to the delivery and sorting of City mail. Employees will not use the City's email address for personal business or to receive personal mail.
2. City Officials and employees will not use the City's envelopes, mail meter, or City-owned stamps, or other mail supplies to package or mail personal mail.

## **13. IMPLEMENTATION**

This policy shall be effective immediately upon adoption and shall supersede all policies previously adopted by the City Council with regard to use of City resources.

## **14. FREQUENTLY ASKED QUESTIONS**

The questions and answers below are intended to guide employees in topics where questions are often asked. This is not intended to be an all-inclusive list of issues, topics, or answers. The information provided below is enforceable as a part of this policy.

### **What does "private benefit or gain" mean?**

A private benefit or gain can range from avoiding a cost or expense to supporting your outside business or paying a discounted government rate for a personal phone call. Many uses don't appear to have a cost to the City but still may result in a private gain. For example, the cost of using a City computer to access the Internet may be de minimis but using the resource to trade your stock portfolio would be use for private gain.

### **We all have telephones in our work areas. Are there examples of abuse?**

City telephones, like any other resource can be abused. Employees must minimize personal use of telephones to infrequent calls of short duration, particularly if not on break or meal period. Examples of abuse might include repeated personal calls, calls that are not kept short, calls that interfere with the employees work product, calls that disturb the work of others, and calls that can be overheard by the public.

### **If I use a City resource, can't I just reimburse my department for the use?**

No. Except for the limited allowances listed in this policy, reimbursing the City for a personal use is not allowed. Reimbursing for a personal use may result in a personal benefit and may impose significant administrative burdens on the City. Allowing reimbursement also creates the misperception that personal use is OK as long as we pay for it. Even allowable personal use should be the exception, not the rule.

### **Can I check my personal email account from my City computer or City Smart Phone, on City time, or on my breaks?**

Checking your personal email account during City work time is not an acceptable use. You may however, check your personal email account during your breaks as long as your replies are also done during your breaks, and you are not interfering with other City business or use of the computer you are using. Downloading attachments is prohibited. Such use must be de minimis and shall not affect your work product.

**Can I play music or radio from the Internet or watch a news program or other streaming video on my City computer or Smart Phone?**

No. This type use is personal. This type of use is not "occasional and brief in duration". In addition, it interferes with other City business. Use of streaming audio or video takes a large amount of the City's bandwidth for Internet use. One or two people using Internet streaming can significantly slow others business use. Internet streaming is restricted to business use only and should be as brief as possible.

**Can I surf the Internet while I am on break or lunch?**

Internet surfing should be avoided. Any use must be de minimis. You should consider the rules similar to use of City phones. You may not use your City email address as the return or notification address for personal business. This causes you to receive personal emails during City time, which may interfere with your duties. In addition, you are not allowed to use streaming video or audio.

**I don't take breaks so can I respond to my personal email and surf the Internet at my convenience during the day?**

Normally, employee breaks are allocated in solid blocks of time. If you take your breaks in short periods throughout the day you should have made those arrangements previously with your supervisor or City Official. You cannot simply use City resources described in this policy for the personal uses allowed at any time during the day, then claim you are taking your breaks during that time when questioned about it later. Be aware that use logs are kept by the servers that house both our Internet and email applications. Those logs are public records. The bottom line is the personal uses allowed should be done on break. Previous arrangements with your supervisor should be made if you take breaks for short periods throughout the day for such use. Such use must also comply with this policy, including specific prohibitions.

**What should I do when I get a message that I need a plug-in or to update my browser or other Internet application?**

In general terms, when you receive an Internet notification that an upgrade to a particular application is available you should answer "No" (you do not want to install or download the upgrade). If a plug-in or upgrade is required to perform official business you should contact the Public Works Department prior to installing or downloading. Some upgrades or plug-ins will affect other applications that may be installed on your computer.

**Can I use my City email or phones to communicate with my friends or relatives during my breaks and lunch?**

As a general rule, use of your City email account for "personal business" should be avoided. Answering an occasional email sent to you about personal business is not a violation as long as the use is de minimis. Using your City email account to conduct regular personal business is not an acceptable use. Even for the occasional reply or informational message you are allowed, you should avoid use of City time if possible. The same rules apply to the use of phones. Use of City phones for personal communication with others during breaks is not a violation as long as such use does not interfere with City business. However, you should avoid use that will cause you to receive or make personal calls during City working hours. That use must be "occasional and brief" and not interfere with your duties or City business.

**If someone phones or emails me about a non-business issue can I answer?**

Yes. As long as this occurs only "occasionally and is brief in duration" and does not interfere with other City business. However, if this type of use becomes more than occasional, interferes with your duties, or affects City business, as determined by your supervisor, the use becomes unacceptable.

**I am on someone's email list. They regularly send me non-business-related emails (i.e. jokes). Can I look at them? What should I do?**

If the use is occasional, brief, and does not interfere with City business, no violation has occurred. However, if you are receiving personal communications on a more than occasional basis, you should contact the sender and advise them that the address they are using is for official City business. You can ask them to remove your name or to change your address to your personal email account.

**What do I do if I access the wrong Internet site?**

Don't panic! The best thing to do is to back out of the site, remember what it was that got you there, and don't go back. Everyone makes this kind of mistake. It is also advisable to contact your supervisor to notify them of your mistake.

**Can I use a City telephone or email to make appointments or take care of other personal matters?**

Generally, yes. City telephones or email may be used for calls to meet the demands of daily living. Employee use should be limited and occasional, and should not cost the City money or interfere with City work.

For example, an employee may use a City telephone or email to make a doctor's appointment or a lunch date, check in with a family member, or arrange for transportation.



However, supervisors and departments may have more strict policies on telephone and email use for reasons related to specific work situations.

**Can I use a City telephone for calls concerning my outside business?**

No. City equipment is provided to City employees for their public responsibilities and cannot be used to conduct a private business. Any City employee with a second job or private business must conduct it on their own time, using their own equipment and supplies.

**Can I use my City computer to send personal emails or to look up personal information on the Internet?**

As with the telephone, occasional Internet usage on a City computer, so long as it does not disrupt work and is compatible with management policies. Sending an occasional personal email or reading an on-line newspaper over your lunch break would not violate the Ethics Code. Here again, departments, managers, and supervisors may have more restrictive policies on computer use. Employees should know that the City has the capability to monitor all computer, email, and Internet use, and that personal emails may be subject to public records disclosure.

**Can I use the City computer to access the Internet to check my personal investments or make an investment?**

With the exception of tracking City sponsored retirement plans, i.e. PERS and Washington's Deferred Compensation Program, it is inappropriate for an employee to use the Internet to track his or her personal investment portfolio.

**Can I send and/or receive personal faxes on City Equipment?**

No. Establishing a system for reimbursement for private or personal use of City resources undermines the purpose of the Ethics in Public Service Act and imposes significant administrative burdens on the City.

**Can I make personal copies on my department's copy machine?**

No. Establishing a system for reimbursement for private or personal use of City resources undermines the purpose of the Ethics in Public Service Act and imposes significant administrative burdens on the City.

**Use of City Resources Policy Employee Acknowledgement Form**

As an employee of the City of East Wenatchee, I have read and understand the Use of City Resources Policy. I recognize and understand that the City’s computer, email and Internet systems are to be used in a manner consistent with conducting City business as described by the policy.

I am aware that the City reserves and will exercise the right to review, audit, intercept, access and disclose all matters on its systems at any time, with or without employee notices, and that such access may occur during or after working hours. I am aware that use of a City-provided password or code does not restrict the City’s right to access electronic communications. I understand that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

I have read and understand this notice.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date