

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
**ELECTRONIC COMMUNICATIONS POLICY
(E-MAIL, VOICE MAIL AND INTERNET ACCEPTABLE USE POLICY)**

Reference -

Electronic Communication Privacy Act (Wiretap Act), as amended, 1986; Fourth and Fifth Amendments; Standards of Conduct, #5702; Discipline, #5700;

Purpose -

To define the proper use and access of electronic mail (e-mail) and FAX, Internet services and voice mail within Salt Lake County.

Policy -

The provisions of policy are subject to Human Resources Policy “Standards of Conduct”, 5702, “Sexual Harassment”, 5730, “Discrimination and Reprisal”, 5740 and other applicable policy and procedure and therefore, any violations of the provisions set forth herein, are subject to discipline.

Salt Lake County is committed to providing an environment that encourages the use of technology and electronic information as essential tools to support government service. All County-owned technology and the information it generates are the property of Salt Lake County. It is the responsibility of each employee to ensure that technology including telephone, voice mail, fax machines, personal computers, e-mail, Internet services and other electronic communication systems are used for business purposes and in accordance with County policies. Passwords are the property of the County and should not be shared except as appropriate.

Coverage -

All Salt Lake County merit and non-merit employees and volunteers who are users of computer and other electronic communication systems.

1.0 E-Mail Procedures

- 1.1 All e-mail correspondence using County systems and equipment is the property of Salt Lake County. Employee e-mails are not considered confidential despite any designation by the sender or recipient.
- 1.2 Limited personal use of e-mail is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason. Abuse of the privilege may result in disciplinary action. Personal e-mail shall not impede the conduct of County business.
- 1.3 Any unauthorized use of e-mail, including the intentional forwarding or displaying of pornographic or similar materials that may be seen as offensive or threatening, is strictly prohibited as provided in County Human Resources Policies and County-Wide Policies.

- 1.4 Employees shall not attempt to read, delete, copy or modify the e-mail of other users without authorization.
- 1.5 Un-encrypted internet communications are not secure. Employees shall abide by the security instructions of Salt Lake County to protect access to the e-mail system.
- 1.6 Salt Lake County reserves the right to monitor its e-mail system at any time. County e-mail addresses are public information.
- 1.7 E-mail messages should be managed in accordance with the Government Records Access Management Act (GRAMA).
- 1.8 Employees are expected to keep their e-mail files current and to minimize storage of e-mails on the County's networks.
- 1.9 Employees who terminate or are terminated have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. Employees who terminate are required to provide their supervisor with any passwords or other access information.

2.0 Internet Procedures

- 2.1 Salt Lake County's network, including its connection to the Internet, is maintained for business purposes.
- 2.2 Limited personal use of the internet is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason. Abuse of the privilege may result in disciplinary action as provided in County Human Resources Policies and Countywide Policies. Personal use is permissible so long as it: (a) does not interfere with worker productivity; (b) does not preempt any business activity; (c) does not involve intentionally viewing, forwarding, disseminating or downloading pornography or similar materials from the internet that may be seen as offensive or threatening.
- 2.3 Salt Lake County reserves the right to monitor its internet system at any time. County internet addresses are public information.
- 2.4 The use of County resources, including electronic communications, should never create the appearance of inappropriate use.
- 2.5 Internet messages are not confidential despite any designation by the sender or recipient.
- 2.6 Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of information posted or otherwise available over the Internet may be done in accordance with copyright law.
- 2.7 Internet connection is only allowed through Salt Lake County Information Services unless explicit approval of the County Mayor is obtained.

3.0 Voice Mail Procedures

- 3.1 All voice-mail correspondence using County systems and equipment is the property of Salt Lake County.
- 3.2 Limited personal use of voice-mail is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason. Abuse of the privilege may result in disciplinary action. Personal voice-mail shall not impede the conduct of County business.
- 3.3 Any unauthorized or inappropriate use of voice-mail is strictly prohibited as provided in County Human Resources Policies and County-Wide Policies.
- 3.4 Employee voice-mails are not considered confidential communications despite any designation by the sender or recipient.
- 3.5 Salt Lake County reserves the right to monitor its voice mail system at any time.
- 3.6 Employees who have a voice-mail account are expected to check it regularly to keep voice mail current and to minimize storage of voice-mail files.
- 3.7 Employees who terminate must provide their supervisors with passwords and other information that may be required to access the voice mail system.

4.0 Violation Procedures

- 4.1 Any employee who violates this policy shall be subject to disciplinary action, up to and including termination of employment.

APPROVED and PASSED this 15 day of July, 2008.

SALT LAKE COUNTY COUNCIL

Michael Jensen, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date