

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 754

Communications and Software Policy

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Issued: August 9, 2016

The following describes the District's policy on the use and monitoring of its electronic communication/information systems, including computers, electronic mail ("E-mail"), Internet access, voice-mail, facsimiles, and copy machines.

All electronic equipment and all communications and stored information transmitted, received, or contained in the District's electronic communication/information systems are the property of the District and, as such, are to be used solely for job-related purposes. The use of the District's electronic communication/information systems for non-job related purposes is strictly prohibited, and employees/volunteers should not have any expectation of privacy when using these systems or any related equipment. The District specifically reserves the right to access, review, monitor, and disclose all matters received, disseminated or stored on its systems (including deleted material) at any time and for any reason, and may do so with or without notice.

Employees/volunteers who use these systems for any non-job related purposes do so at their own risk. The District may decide reasonable use in its sole discretion. Employees/volunteers are strictly prohibited from using any of the District's electronic communication systems to send messages which may be interpreted as harassing, discriminatory, obscene, derogatory or defamatory. The District's anti-harassment policy fully applies to employees/volunteers in their use of the District's electronic communication systems.

Only authorized users may access the Internet on District-owned systems and equipment. The District's name should not be used in external communication forums such as chat rooms without prior written authorization from the Fire Chief. Employees/volunteers should not mail, upload, or broadcast any sort of information for personal gain, including but not limited to chain letters, solicitation of, and response to employment opportunities, sale of products, and/or searches of non-business related sites or any obscene or offensive material.

To prevent computer viruses from being transmitted through the District's Internet system, there will be no unauthorized downloading of software. Employees also should not upload or download information, data, or software which is copyrighted by a third-party.

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All passwords and codes are the property of the District and do not guarantee any privacy to the employee/volunteer. Password protection does not prevent access by the District. Employees/volunteers shall not use a code, access a file, or retrieve any stored communication, other than where authorized, unless there has been prior clearance by an authorized supervisor. Information in District computers and equipment that is confidential and/or proprietary information cannot be shared with individuals outside of the District without prior clearance from the Fire Chief.

The use of encryption devices or software that has not been authorized by the District is prohibited.

Any employee/volunteer terminating employment with the District is prohibited from taking (in any form) or copying any computer discs, hard copies, or other information stored in the District's electronic equipment.

To ensure that the use of the District's electronic communication systems is consistent with the District's legitimate business interests, and to assure compliance with the District's policy, the District specifically reserves the right to access, review, monitor and disclose all components of these systems (including deleted material) at any time and will do so with and without notice.

Employees/volunteers who violate this policy are subject to disciplinary action, up to and including termination of employment. Action or inaction by the District in response to prior violation(s) of this policy does not constitute a waiver of the District's right to take appropriate action for any subsequent violation. All violations of this policy should be reported to the Fire Chief.