

USE OF COMMUNICATION SYSTEMS POLICY

Purpose: The City and County of Broomfield ("City and County") provides communication systems and equipment, including E-Mail, Internet/Intranet, copiers, cell phones, voice mail, and other systems to its Users for their use in performing their duties for the City and County. This policy provides direction and rules to Users in the use of the City and County's information networks and systems, communication systems and services, and applicable equipment. This includes but is not limited to the City and County's telecommunications systems and equipment, copying and scanning equipment, email system hardware and email software applications, Internet, Intranet, operating systems and software applications, virus prevention programs, password security, and use of computers off-site.

Policy: It shall be the responsibility of each Department Head to assess the technology needs of his or her department and work in partnership with the Information Technology department to provide the appropriate programs, equipment and access to Users to promote and efficiently conduct City and County business. Unless otherwise stated, equipment, supplies and systems are to be used for City and County business only. Personal use of such equipment, supplies and systems is allowed only on a limited basis as noted in this Policy.

Users are required to take reasonable measures to protect the network from virus infections when using City and County equipment on-site or off-site or when accessing City and County systems from remote locations. Users may include volunteers and independent contractors. Employees with oversight responsibilities for volunteers and independent contractors are responsible for ensuring that volunteers and independent contractors are aware of and comply with this Policy.

The City and County reserves the right to delete any electronic communication received by a User through the City and County's electronic communication system in order to maintain the effective and efficient operation of the system. Deletion may occur at any time with or without prior notice to the User.

For Employees, any infraction thereof could result in corrective and/or disciplinary action, up to and including termination, or in the case of a volunteer or independent contractor, termination of assignment.

All City and County communications services and equipment, including messages transmitted or stored, are the sole property of the City and County. They are not the private property of any User. The City and County may access and monitor User communication as it considers appropriate without notice to or

permission from the User. Communication equipment and services include mail, electronic mail (E-Mail), courier services, facsimiles (FAX), telephone systems, personal computers, laptops, computer networks, on-line services, Internet connections, computer files, telex systems, video equipment, tapes, tape recorders, recordings, pagers, cellular phones, and bulletin boards. Users shall not have any expectation of privacy with respect to any use, professional or personal, of the City and County's electronic communication systems.

Correspondence in the form of electronic mail may be a public record under the public records law and may be subject to public inspections under section 24-72-203 of the Colorado Revised Statutes.

Applicability: All Users who use the City and County's information systems and communication services and equipment.

Use of Systems:

Users may use the City and County's systems and equipment for performing lawful City and County business. Limited, occasional, or incidental use of electronic communication systems for personal, non-business purposes is permitted under the following conditions:

- Personal use is limited to break or lunch times;
- Personal use does not interfere with the productivity of the User or his or her co-workers;
- Personal use does not involve any prohibited activity described under this policy;
- Personal use does not disrupt or delay the performance of City and County business; or
- Personal use does not consume City and County resources (including equipment and supplies) or otherwise deplete system resources available for business purposes.

If personal use results in a cost to the City and County, the cost must be reimbursed by the User.

No User shall distribute City and County-wide E-Mail without prior approval from his or her Department Head or from the City and County Manager's office.

It is the responsibility of each User to use the electronic communication systems in a professional and courteous manner. The City and County forbids use of its electronic communication systems in a manner that violates any law, regulation, ordinance, or policy or procedure of the City and County. E-Mail, voice mail and Internet/Intranet shall not be used in any way that is offensive, demeaning, intimidating, harmful, or insulting to any person. Examples of improper

communication (verbal or written) are any messages or materials which contain sexually explicit or suggestive tones, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, gender, sexual orientation, race, religious or political beliefs, national origin, or disability, or any other transmission that violates applicable sections of the Personnel Merit System or the Employee Handbook, which is incorporated herein by reference.

Communication systems may not be used to send chain letters or to solicit or persuade for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations or activities. This does not apply to requests authorized by the City and County Manager's office.

Electronic communication systems are not to be used to copy, send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior written authorization from the applicable authority. When appropriate Internet information is downloaded, it must be scanned using the City and County's anti-virus software.

Users are prohibited from accessing without authorization or tampering with the security of computer/network equipment, files, or E-Mail records of any User. Any attempt to bypass computer/network security controls (i.e. using unauthorized passwords, etc.) is forbidden.

Users should ensure that no personal correspondence appears to be an official communication of the City and County since Users may be perceived as representatives of the City and County and, therefore, damage or create liability for the City and County. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, must be accurate and appropriate. Users may not use the City and County address for receiving personal mail or use City and County stationary or postage for personal letters. In addition, only the City and County may issue personalized City and County stationary and business cards.

The confidentiality of any message should not be assumed. Confidential information should not be sent via email. Even when a message is erased, it may still be possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. Notwithstanding the City and County's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other Users and accessed only by the intended recipient. Users are not authorized to retrieve or read any email messages that are not sent to them unless otherwise permitted under this Policy.

All Users are authorized to use Internet access in the course of official business unless specifically denied by the Department Head. Employees are authorized to access the Internet for personal use, before or after work hours or during work breaks, in strict compliance with the other terms of this policy. The User is responsible for the security of his or her account password. He or she will be held responsible for all use or misuse of his or her account. The User must maintain secure passwords and never use an account assigned to another user.

Definitions: For the purposes of this Policy, the following terms shall have the respective meanings set forth below unless otherwise expressly provided.

City and County means the City and County of Broomfield, a Colorado municipal corporation and county.

Department Head means an employee, appointed by the City and County Manager, who serves as the administrative head of a department. Departments are defined in Chapter 2-60 of the Broomfield Municipal Code.

Employee means a full-time, part-time or temporary employee of the City and County. It does not include volunteers or independent contractors.

User means any employee or volunteer of the City and County, or any independent contractor working for the City and County and authorized to use the City and County's networks and systems. Each department must follow the rules of the Information Technology department to request access for users.

Personnel Merit System means Chapter 2-14 of the Broomfield Municipal Code.

Policy means the Communications Systems Policy.