
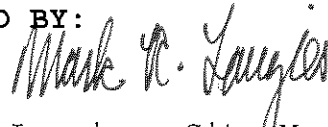


<b>City of Delray Beach</b>  	<b>ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		<b>SUBJECT: IT Electronic Systems and Communications Tools (E-Mail, Internet)</b>	
	<b>NUMBER</b>  IT-5	<b>REVISIONS</b>  2	<b>EFFECTIVE DATE:</b>  01/08/2018	<b>PAGE</b>  1 of 3
	<b>SUPERSEDES</b>  IT-5, Rev. 1	<b>APPROVED BY:</b>  Mark R. Lauzier, City Manager		

#### **IT-5.0 Purpose:**

The purpose of this policy is to establish the proper use of electronic equipment, systems and/or tools provided by the City of Delray Beach to its employees for the purpose of performing job functions including communication, information exchange and research.

#### **IT-5.1 Policy:**

All electronic systems, hardware, software, temporary or permanent files and any related systems or devices are the property of the City of Delray Beach. These include, but are not limited to, computers, terminals, network equipment, communications equipment, software, voice mail, E-Mail, documents, spreadsheets, calendar entries, appointments, tasks and notes which reside in part or in whole on any City electronic system or equipment.

Department Heads and supervisors have the authority to inspect the contents of any equipment, file(s), calendars or electronic mail of their subordinates in the normal course of their supervisory responsibilities. IT staff shall extract information, files, documents, E-mail, etc., when requested by authorized supervisory personnel. Such requests must be submitted to the IT Division in writing and approved by the requesting Department Head. Reasons for review include, but are not limited to: system, hardware or software problems, general system failure, a lawsuit against the City, suspicion of a crime or violation of policy or a need to perform work or provide service when the employee is not available. Employees should have no expectation of privacy in their E-Mail messages.

#### **IT-5.2 Uses of Electronic Systems and Information:**

Electronic systems, hardware, software, communications tools and information are provided for the purpose of conducting business for the City of Delray Beach.

- A. Allowable uses of electronic systems and information include the following to the extent that these uses are for the purpose of conducting City business:
1. To facilitate performance of job functions.
  2. To facilitate the communication of information in a timely, efficient manner.
  3. To coordinate meetings of individuals, locations and City resources.
  4. To communicate with Departments/Divisions throughout the City.
  5. To communicate with outside organizations as required in order to perform an employee's job functions.

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B. Prohibited uses of electronic systems and information include, but are not limited to, the following:

1. Illegal activities
2. Threats
3. Harassment
4. Slander
5. Libel
6. Obscene or sexually suggestive messages, offensive graphical images, offensive pictures or political endorsements, except during the course of an official City investigation.
7. Commercial activities
8. Using non-business software, including games or entertainment software
9. In general, nothing inappropriate
10. Employees are not permitted to share their passwords. E-Mail access or message distribution by another employee is prohibited without authorization.

C. Unauthorized uses of electronic systems and information requiring the employee's Department Head's written approval include, but are not limited to, the following:

1. Using hardware, related computer equipment and software not purchased and/or owned by the City.
2. Listening to voice mail or reading electronic mail of another employee without prior written approval of the employee or the employee's Department Head. An employee's supervisor may inspect the contents of voice mail or electronic mail pursuant to Section IT-5.1 of this policy.
3. Using any City software or system during work time to conduct non-City business or for personal purposes.
4. Using City computers to access social media sites, including but not limited to: Facebook, Twitter, Linked In, etc.

### **IT-5.3 E-MAIL:**

E-MAIL is provided by the City for employees to conduct City business. The use of E-MAIL for personal use during work time is prohibited. Personal use should be limited to breaks or before or after work. Use of E-MAIL in any way to conduct private, commercial or personal business or to harass City employees is strictly forbidden, under any circumstance. Abuse of this medium may result in disciplinary action, up to and including termination.

All employees are to use E-MAIL as they would any other type of official City communications tool. This implies that when any E-MAIL is transmitted, both the reader and the sender should consider if the communication falls within the established guidelines. These guidelines include, but are not limited to, ensuring that the communication is not perceived to be a conflict of interest or unethical. No communication should contain confidential information. Exercise the same care in drafting E-Mail messages as if it were being read in public.

Communication by E-MAIL is encouraged when it results in the most efficient and/or effective means of communication. The sender of E-MAIL messages must retain the primary responsibility for seeing that the communication is received by those intended. Please remember that some personal information is NOT public information (i.e., Social Security Numbers of all City employees, home addresses and telephone numbers of Police Officers, Firefighters, Code Enforcement Officers or of family members residing in their households) and, therefore, should not be distributed. E-MAIL messages sent within a Department shall not contain confidential and/or exempt documents as attachments. If there is a shared server within the Department, the sender of the E-MAIL message shall reference the location of the

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document in the shared server for the recipient without actually attaching the document to the E-MAIL message.

**NOTE:** Be aware that even after E-Mail has been "erased" or "deleted", it may linger forever in back-up files and stored printouts.

E-mail regarding City business sent to or drafted by a representative of a public agency, including a local government, becomes a public record for that agency pursuant to Chapter 119, Florida Statutes and such e-mail must be retained in accordance with record retention requirements as set forth by the Florida Department of State.

Personal and private e-mails (not relating to City business) are NOT considered public record.

**IT-5.4 INTERNET Access:**

Please refer to City Policy and Procedure Number IT-6, "Accessing the City's Internet Account".

**IT-5.5 Violations of Policy:**

Violations of any portion of this policy will be reviewed on a case-by-case basis and may result in disciplinary action up to and including termination.