

Egg Harbor Fire Department and First Responders Standard Operating Policy

SUBJECT: COMPUTER USE

SOP 1205

PURPOSE: The purpose of this SOP is to establish a policy for appropriate use of Department computer assets.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

The Egg Harbor Fire Department is presented with many concerns with the increasing use of computers, and the computer network(s) which allow employees access to almost an unlimited amount of information/data in the workplace. These concerns can be effectively addressed through the following policy, which establishes rules governing employee use of computers. This policy includes, but is not limited to, any computer, e-mail, and/or Internet service that is provided by the Egg Harbor Fire Department and/or is accessed on or from any Fire Department premises or vehicle.

A. MONITORING RIGHTS

Employees have no expectation of privacy regarding their use (for Fire Department business or personal pursuits) of any computer, e-mail, and/or Internet services that is provided by the Fire Department and/or is accessed on or from any Department premises. The Egg Harbor Fire Department reserves the rights to: monitor employees use of the Internet; monitor employees e-mail; and access files, information or communications sent, received or stored on any computer provided by the Fire Department and/or is accessed on or from any Fire Department premises. Employee(s) scrambling access codes to prevent Fire Department entry into any system (encryption) is strictly prohibited. While the Egg Harbor Fire Department has the aforementioned monitoring rights, the Department may have an obligation not to disseminate the content of such to others.

B. PERSONAL USE

Computers, e-mail, and/or Internet service provided by the Egg Harbor Fire Department and/or accessed on or from any Fire Department premises are for Department business.

C. INTERNET USE

Internet access/activities by employees shall be for Egg Harbor Fire Department business only.

D. PROHIBITED ACTIVITIES

Employees are strictly prohibited from using any computer, e-mail, or Internet service provided by the Egg Harbor Fire Department and/or accessed on or from any Fire Department premises in connections with any of the following:

1. Downloading and/or using software and/or other information that is copyrighted (treat all information and software as copyrighted) in a manner inconsistent with the applicable copyright law;
2. Accessing, displaying, or transmitting defamatory, discriminatory, obscene, and/or otherwise offensive information;
3. Harassing, defaming, or annoying other individual(s) or entities;
4. Downloading and/or installing any software without prior approval of the Fire Chief;
5. Engaging in any activity that is illegal, fraudulent, and/or is subject to civil liability or criminal prosecution.

E. PUBLIC RECORDS REQUEST

Files, information, or communications (including e-mail) stored on any computer provided by the Egg Harbor Fire Department and/or is accessed on or from any Fire Department premises may fall within the broad definition of "records" pursuant to Sec. 19.32 Wis. Stats. Any public record request, which involves such files, information, or communications must be promptly referred to the Egg Harbor Fire Commission.

F. RESPONSIBILITY

The Egg Harbor Fire Commission is primarily responsible for developing and maintaining this policy. Department heads, and the oversight committee(s), are primarily responsible for administering this policy.

G. DISCIPLINE

Employees of the Egg Harbor Fire Department may be subject to discipline, up to and including dismissal, for violation of this policy.